PROGRAM ACCESS

Q: How do I get an account for DOEHRS-IH?

A: Requesting an Account in DOEHRS-IH:

(1) CAC Card is necessary
(2) Go to https://doehrs-ih.csd.disa.mil
(3) Choose the Request Account link
(4) Accept Privacy Act and HIPAA Warning Logon and DoD Notice and Consent Banners
(5) Use CAC card
(6) Fill out the requested required information

- User Identification
  - Required data fields – First Name, Last Name, SSN, Mother's Maiden Name, Email Address
- Personnel Information
  - Required data fields – Work Address, City, State/APO, Zip Code, Country, Organization, Office/Department, Job Title/Function, Grade/Rank, Installation Name, Commercial Phone, DSN, Current Privacy Act Training Date, Current HIPAA Certification Date, Current Information Awareness Training Date, Security Clearance, Security Manager Name, Security Manager Phone, Supervisor Name, Supervisor Phone
- Account Information
  - Required data fields
    - Service Branch – Choose Navy
    - Program Office (often referred to as Industrial Hygiene Program Office (IHPO)) – Choose Appropriate Program Office
    - Permissions – Choose Appropriate Permissions based on User Role
      - Most roles are approved by the Program Office's User Security Administrator (USA). There are a few global or restricted roles that are approved by the Service Level Administrator (SLA). Checking those roles will prevent the USA from seeing the access request. The USA should approve access to the Program Office as they should be familiar with all users in their Program Office and the SLA will not be.
        - Please request basic roles initially so that the program Office access can be seen and approved by the USA. These industrial hygiene (IH) roles include: Create/edit IH samples and surveys/Manage IH data; QA IH samples and surveys; Create/edit SEG Analysis; Maintain data, lab information and notifications; Maintain Program Office Equipment and Equipment vendors; Administer shops.
        - Other global or restricted roles that require SLA approval can be requested as a role update after initial access to the Program Office. These IH roles include: Deletion (Delete IH Data; Delete Program Office Equipment Data), Parent/Child Location, and System Administration (Administer local Program Office users (USA role); Administer mobile device security for a site (Site

System Administrator)) permissions, and Mobile Synchronization accounts. (Mobile accounts and permissions are no longer in use.)

- o Quality Assurance (QA) – Only Program Office personal performing QA approval functions in DOEHRS-IH should have this permission. Contract industrial hygienists (IHs) should not have this permission.
- o Deletion – The Program Office should decide who will have Deletion permissions. Deletion Roles are restricted roles that are granted by the SLAs rather than the USA, but when a request is received the SLA will usually contact the USA.
- o System Administration Permissions should only be requested by personnel assigned USA or Tablet Security Administrator (TSA) roles. Each Program Office should have one or more USAs. Once tablets are deployed, each Program Office should have one or more TSAs.
- o Environmental Health (EH), Food Protection and Facilities permissions are typically only for EH users and not IH users
- o Permissions Generally Not Used by Navy IH or EH -
  - Import/Export IH Lab Data
  - Incident Reporting
  - Radiation
  - Registry
  - Global
- o Enter Justification – Must be 30 characters long

(7) Submit account request

- o You will receive an email when the Program Office USA approves or denies your request.

Other Account Types – Often requested separately

- o Oracle Discoverer® (no longer available)
- o Data Warehouse (discussed more in the document below)
  - Standard/View On Demand roles at the Program Office level - Most civilian or military Navy IH or EH personnel have Standard/View roles at the Program Office level
  - Power/Create roles at the Program Office level – Often one or two users at an Program Office, that are knowledgeable of DOEHRS-IH and computer databases, have Power/Create roles at the Program Office level. The Power/Create role is required to create reports and is limited because it requires some knowledge of Business Common Services (BCS) 4.2 reporting tool and also requires knowledge of the DOEHRS-IH data structure and relationships. Any reports created by Power Users need to be validated prior to sharing out the reports.
  - Standard/ View On Demand or Power/Create roles at the Region level – only a few users, designated by the Region Head, have roles at the Region level.
  - Standard/ View On Demand or Power/Create roles at the Service level – only the SLAs or others working with them have roles at the Service level.
- o Transactional Reporting (discussed more in the document below)
  - Does not restrict access based on level (Program Office, Region or Service). (i.e. – All users have access to all levels of data) Contract IHs should not have access to Transactional Reporting
    - Standard/ View On Demand roles - Most civilian or military Navy IH or EH personnel have Standard/ View On Demand roles

- Power/Create roles – Only a few users, designated by the Region Head and knowledgeable of DOEHRS-IH and computer databases, have Power/Create roles. The Power/Create role is required to create reports and is limited because it requires some knowledge of BCS 4.2 reporting tool and also requires knowledge of the DOEHRS-IH data structure and relationships. Any reports created by Power Users need to be validated prior to sharing out the reports.
  - o Mobile Synchronization
    - This account type is only needed by Navy IH or EH or information technology (IT) personnel involved in synchronizing DOEHRS-IH Mobile tablets. (Mobile accounts and permissions are no longer in use.)

Q: How do I get the required HIPAA, Privacy Act, Exposure Assessment, and Information Awareness training to request a DOEHRS-IH account?

A: Training required in order to request an account
- HIPAA and Privacy Act available on Swank https://navy.swankhealth.com or Joint Knowledge Online (JKO) DHA-US001 https://jkodirect.jten.mil
- DOEHRS – DoD Industrial Hygiene Exposure Assessment Model on JKO DHA-US050 https://jkodirect.jten.mil
- DoD Cyber Awareness Challenge V4 available on Swank https://navy.swankhealth.com or JKO DoD-US1364 https://jkodirect.jten.mil

Q: How do I get an account in another Program Office? I have an account at my previously assigned Program Office, but I moved, and need an account in my newly assigned Program Office.

A: The user can log in DOEHRS-IH and request access to a new Program Office.
(1) Log into DOEHRS-IH production application.
(2) Open My Profile in the left navigation menu under Resources
(3) Scroll to the bottom of your profile and open the hyperlink Request Access to New Program Office.
(4) Complete the request form and submit.
(5) The Program Office USA at the new Program Office will be prompted by system e-mail to approve the new account request. In small and remote Program Offices, you may need to notify the Help Desk for account approval. Help Desk contacts are located within the application under the Resources in the left navigation menu.
(6) After you have a new account, you should open your profile My Profile and set the new Program Office (under Preferences in your profile) as your default Program Office and click SAVE. (Failing to perform step (6) may result in your entry of data into the wrong Program Office.)
(7) Remind your previous Program Office USA to Stop Date your account as a user after you are reassigned
  - o Program Offices and USAs: It is important to remove employees who have left (reassigned, retired, etc…) from your Program Office promptly.
  - o Users: If you are Stop Dated in your only DOEHRS-IH Program Office before you have access to a new one, your DOEHRS-IH account will be Stop Dated and you will have to apply for a new DOEHRS-IH account.

Q: How do I register for Business Common Services (BCS 4.2) account?

A: New users must go through Enterprise CAC Registration Service (ECRS).
- Use this https://www.med.navy.mil/sites/nmcphc/Documents/industrial-hygiene/BCS-4.2-ECRS-Request-v2.pptx tutorial on the NMCPHC website on how to register for BCS 4.2 account for Transactional Reporting in DOEHRS-IH production or using DOEHRS-IH Data Warehouse.
- For Data Warehouse, you need to have data warehouse access level permissions requested in DOEHRS-IH prior to requesting BCS 4.2 account through ECRS process.
- ECRS workflow only allows for requests to remain for 20 days at each approval step. If a request is not approved or rejected within 20 days, the request is automatically rejected by the system. If this occurs and the user still requires access, the user would need to resubmit their access request through ECRS.

You must access DOEHRS-IH Transactional Reporting or Data Warehouse using the BCS 4.2 URL https://dha-bcs.csd.disa.mil. Users will see a DoD banner; click ok; it will be followed by CAC authentication screen. After selecting a CAC certificate and entering your pin, users with a BCS 4.2 account will be directed to the BI launch pad home screen.

If the BCS account is expired or does not exist, you will see the below message with a link to the iAS ECRS automated access request form (AARF).

You need a valid BCS Account to access this application.

Please visit the Access Request Page to learn more.

You can log on to the url below using your CAC to check the request status.
https://sso.csd.disa.mil/idm/mhs/ECRSRequestStatus.jsp

Q: How often do I need to update My Profile in DOEHRS-IH?

A: All your My Profile information should be periodically checked and updated both in DOEHRS-IH production https://doehrs-ih.csd.disa.mil and DOEHRS-IH demo https://doehrs-ih-demo.csd.disa.mil. If your email or other contact information changes, that should be updated immediately. Your HIPAA, Privacy Act, and Information Awareness (HIPAA, PII, and CyberAwareness) training should be updated each year as you complete them.

Q: Who are all these people in my Program Office? I am the USA and I didn't approve them.

A: The Program Office's USA should approve all access to their Program Office, even for contract IHs. However, you may see a few people as part of your Program Office that a USA did not approve, who were granted access to your Program Office by the SLA. These individuals include the Navy SLAs, and also a few contractors working for BUMED, NAVMED EAST, NAVMED WEST and Navy and Marine Corps Public Health Center (NMCPHC) , that deal at a higher level to provide DOEHRS-IH training, over the shoulder help, troubleshooting and report writing services for Navy IH/EH. You might see these people in your Program Offices or making requests, as they need to often be in multiple Program Offices to perform their tasks. They are OK, and listed at the bottom of this document under DOEHRS-IH POCs.

Q: What is a USA for DOEHRS-IH?

A: A USA is a DOEHRS-IH User Security Administrator. The USA is the gate keeper to the Program Office. The USA Approves, Locks, Unlocks, Stop Dates personnel accounts in the Program Office, and ensures the Program Office personnel's permissions and profiles are kept up to date. (Profiles include the user's annual HIPAA, PII, and Cyber Awareness training dates, email, location, supervisor, clearance, roles, etc...) As a USA, you can see the profiles of personnel in your Program Office by going to the Program Office Personnel link under Administration in the left hand navigation menu in DOEHRS-IH.

As a USA, DO verify that the roles a person requests are valid and appropriate for their duties in the Program Office.

- Navy IHs do not currently use the Lab Import/Export, Environmental Health, Food Protection, Facilities, Incident Reporting, Radiation, and Registry roles.
- Only civilian and military IH personnel should typically be given Data Warehouse or Transactional Reporting permissions. Contractors generally should not need or have these permissions.
- Only certain civilian and military IH personnel, experienced in IH and DOEHRS-IH, should be given QA permissions. Contractors generally should not need or have these permissions.

As a USA, DO periodically check Program Office Personnel (under Administration on your left navigation menu). Check the personnel with access to your Program Office - their status, and user roles/permissions and ensure they are appropriate.

- You should recognize the personnel in your Program Office, with perhaps the exception of the BUMED, NAVMED EAST, NAVMED WEST and NMCPHC personnel mentioned in the previous question. If users are in your Program Office that you do not know, you need to check with NMCPHC or your Region to find out who they are, their purpose, etc...
- If personnel have erroneous or no longer needed roles/permissions, there are some permissions that you, as a USA, can update by pulling up their record in Program Office Personnel (under Administration on your left navigation menu), and unchecking boxes.
  - o If new permissions are needed, generally, it is better for the user to Request Permission Updates (in My Profile, under Resources on the left navigation menu) if their work has changed and they need different roles.
  - o Some roles/permission changes (such as Global System Administration permissions, or Data Warehouse or Transactional Reporting accounts) can only be made by either that person requesting a permission or account update (in My Profile, under Resources on the left navigation menu), or by the Program Office submitting a Help Desk Ticket for a Maintenance Change Request (MCR).
- Remind the personnel in your Program Office to check and update their profiles (in My Profile, under Resources on the left navigation menu) for their current information, email address, and training dates. The users should check and update their information at least annually.
  - o HIPAA, PII, and Cyber Awareness training dates should be updated by the users, in their profiles, annually as they are done. If they are out of date in the profile, any new role or account requests cannot be approved.
  - o Users need to ensure their email addresses are current in their profile. Users with outdated emails may not receive the email notifications the system sends out.
  - o Users need to ensure any changes in location, supervisor, clearance, etc... are updated in their profile.

As a USA, DO stop date Program Office personnel no longer active in current Program Office.

- If the user is moving to another Program Office, have the person apply for the new Program Office BEFORE stop dating the user in current Program Office. If users are Stop Dated in their only DOEHRS-IH Program Office before they have access to a new one, their DOEHRS-IH accounts will be Stop Dated and they will have to apply for new DOEHRS-IH accounts.

- DO NOT lock the account of an user no longer active in your Program Office Locking a user's DOEHRS-IH account will prevent the person from accessing DOEHRS-IH at their future Program Office. If the user has left the Program Office and will not be using DOEHRS-IH at their next location, the person's account should be Stop Dated rather than locked. (Please keep in mind that if someone's account is locked due to inactivity, the USA or even the SLA cannot unlock it; a Help Desk Ticket must be submitted.)

- When you, as a USA, leave (retire/separate from service or move to new Program Office), notify another USA in your Program Office or a Navy SLA at the NMCPHC so they can Stop Date you in that Program Office. Also, let the other USA or SLA know who any new replacement USA will be.

GENERAL DATA NOMENCLATURE

Q: Throughout DOEHRS-IH there is a lot of data that can be Stop Dated or Close Dated. What is the difference?

A: Typically, data items that were once there and are now gone or obsolete and ready to archive are Stop Dated. This applies to many data items in DOEHRS-IH. (e.g. – DOEHRS-IH accounts and Program Office access, Program Office Equipment, Shops, Personnel (at all levels), Processes, Hazards, Shop Equipment, Controls, Similar Exposure Groups (SEGs), Assessments, etc…) However, Master Schedule tasks which are performed and completed do not get Stop Dated but are instead Close Dated. (i.e. – The scheduling tasks may be one time or reoccurring, but it is not that they have gone away or become obsolete, it is more that they are a snapshot in time and get completed, and so the completed scheduling task record is Close Dated rather than Stop Dated. The Close Dating archives the Master Schedule task, but not any actual data associated. (e.g. – When the actual Sampling Task is completed, the Master Schedule Sampling Task entry needs to be Close Dated. Close Dating the Master Schedule Sampling Task entry, archives the completed Master Schedule Sampling Task, but DOES NOT archive or Outdate the completed Samples or Results that were part of the actual Sampling Task data.))

Please keep in mind that when you enter Stop Dates or Close Dates (or even other dates) in DOEHRS-IH, please make sure that you are entering in the actual dates for the item you want to use. Some dates default to "today's date". So make sure the date entered is reflective of when (or the closest estimate of when) the event actually occurred. (e.g. - the date the item actually stopped or became closed, etc... - as opposed to just using the date that the data entry was done)

Q: Throughout DOEHRS-IH there is data that can be marked Invalid or Outdated. What is the difference?

A: Some data items in DOEHRS-IH can be marked Invalid or Outdated. This is not a date, like Stop Date or Close Date, but just a flag on the data item so that it does not show up on lists of current data for use. However, Invalidating or Outdating an item does not really delete an item. Outdated denotes that the item was correct, but now obsolete, and archives the item. (In that fashion it is rather like a Stop Date, except that it is just a flag on the data rather than an actual date denoted for when the data was no longer current.) Invalid denotes that the item was somehow nullified. (e.g. – A Sample was submitted to the lab, but something happened to it that

invalidated the Sample's Results.) Truly erroneous or duplicate data is probably best deleted. DOEHRS-IH has recently expanded the deletion capability. Users with deletion permissions, can now delete many erroneous or duplicate data items, as long as the items do not have dependent data associated and are not Approved by QA. (If they do have dependent data, you might need to delete the dependent data first). If there is erroneous or duplicate data that still cannot be deleted, an MCR can be put in through the Help Desk to delete an item. Help Desk contacts are located within the application under the Resources in the left navigation menu.

However, some areas only have Invalid as a choice, and some areas only have Outdated as a choice. (e.g. – Sampling Tasks can be Outdated from the appropriate Sample Form screen, and all the associated individual Samples and their results would then be Outdated. Time Weighted Averages (TWAs) on appropriate TWA tab can be marked Outdated. Sample Results at the Measurement Information tile on Individual Sample ID Information screen can be marked Invalid, and if all the result measurements for an individual Sample are marked Invalid, the individual Sample will be Invalid.) So, at times, a person might use Invalid or Outdated when they really need to use the other. Also, if you have erroneous or duplicate data, and Outdated is the only choice (e.g. – Same Samples entered twice as separate, duplicate, Sampling Tasks, or multiple duplicate or erroneous TWAs being calculated for a Sample or Sample set), it would be better to delete the items, so that later, when you want to include Outdated archived data in a report, it does not seem like it was correct data that just became obsolete. DOEHRS-IH has recently expanded the deletion capability. Users with deletion permissions, can now delete many erroneous or duplicate data items, as long as the items do not have dependent data associated and are not Approved by QA. (If they do have dependent data, you might need to delete the dependent data first). If there is erroneous or duplicate data that still cannot be deleted, an MCR can be put in through the Help Desk to delete an item. Help Desk contacts are located within the application under the Resources in the left navigation menu.

Though it does not appear on the active lists, Outdated sampling data or TWAs can be queried in DOEHRS-IH from the Other Actions Samples drop down, under Search for Samples or Search for TWAs, with Include Outdated Samples. When the Outdated Sampling Task or Outdated TWAs are retrieved, they can be "un-Outdated" by removing the Outdated mark on the appropriate Sample Form screen or TWA tab.

Invalid data, though still in the database, cannot be retrieved like Outdated data. However, invalid data can show up in reports of DOEHRS-IH production using Transactional Reporting or in reports of DOEHRS-IH Data Warehouse.

There is a System Change Request (SCR) being worked on to give greater functionality and more flexible in marking various records as Invalid or Outdated, with business rules regarding the effects on subordinate data. Also, there is an SCR being worked on to allow the user more capability in deleting some erroneous or duplicate data so that MCRs will not need to be submitted as often.

Q: Why do I see Start Dates from 1900 in DOEHRS-IH? What dates should I use?

A: Legacy data that was migrated to DOEHRS-IH, whether for Shops, Processes, SEGs, picklist entries, etc…, generally had a default Start Date like 1900/01/01 or 1970/01/01. This was because the Start Dates were not captured in the legacy data system and the actual Start Dates for those data fields were unknown. When entering new data into DOEHRS-IH, the actual dates should be used for any date fields (e.g. – Start Dates, Stop Dates, Close Dates, etc…) Data is entered into DOEHRS-IH where the date is unknown (e.g. - If historical information is entered, such as for Shops or Processes or picklist entries that have existed a long time and the actual Start Date is unknown, estimate the Start Date if possible or enter a default Start Date if necessary.) (e.g. – If a Shop or Process stops and the actual Stop Date is unknown, estimate the Stop Date as close as possible.)

For Sample Date, DOEHRS-IH defaults to filling the Sample Date field with today's date rather than having it blank; so please ensure that you take care to enter the actual Sample Date.

Q: When I let the Help Desk know that there is a problem in DOEHRS-IH, I get emails from the Help Desk saying the problem is resolved, but when I check the problem is still there. This is not helpful. What is going on?

A: Often when someone enters a Help Desk Ticket that ends up requiring:
1) a data maintenance request/MCR (e.g. -please delete this sample, etc...), or
2) a system change request (SCR) (e.g. - please add this functionality to DOEHRS-IH), or
3) fixing a defect/system incident report (SIR) (e.g. – DOEHRS-IH is supposed to do this but doesn't),
the user will get an email back saying something to the effect that the incident was resolved or the ticket is closed in the system.

This does not mean it was already fixed, nor does it mean that it is just being dropped. These are system messages from the Help Desk's Remedy system. What it really means is that the issue is being sent on as an MCR, SCR, or SIR to be approved by the services and queued for fixing. It is only being closed out of the Help Desk Remedy system, and has been added to the DOEHRS-IH Tier III internal defect tracking system.

Existing defects change requests or data maintenance requests are evaluated and corrected based on their severity and available resources. You will be notified via email when the correction is completed. Additionally, for system changes from SCRs or SIRs that are corrected in future DOEHRS-IH releases, the DOEHRS-IH release notes (published with each software release) are available within the DOEHRS-IH application under the Release Information link in the left navigation. The release notes provide the status of all defects or change requests corrected/included in the release.

UIC, COMMAND, SHOP, PROCESSES

Q: One of our commands is now showing up on the Organization Tree in a subfolder under another Command. What is going on?

A: This usually indicates that a Parent Organization was added for your Command (Organization) on its Organization picklist entry. Changes to most picklists in DOEHRS-IH are done under the particular picklist by the picklist request procedure. You want to be very careful making such picklist changes. Typically, there is no need to add a Parent Organization to a Command (Organization) on the Organization Picklist. If you added a Parent Organization to the picklist entry by mistake, you would need to submit an MCR to change it back to a blank Parent Organization on the Organization picklist entry.

Q: One of our commands was deactivated. Should I remove this command from the system?

A: The Supported Organization section of DOEHRS-IH is only used to build your Organization Tree View of the Shops in your Program Office. The Supported Organization section is built manually and maintained manually by IHs in the Program Office. This means that when you set up your Program Office, you should build your Supported Organizations section to cover all of the Organizations (Commands) that your Program Office supports. This will allow the Program Office to use the Organization Tree View to help navigate their Shops. The IHs will have to maintain this list manually as well. If all the Shops under an Organization are Stop Dated, the Organization will not be removed from the Supported Organization list automatically but must be removed manually by IHs in the Program Office. The Supported Organization section also allows you to keep track of the Safety Contact personnel for each Organization.

In the past, training classes have taught that if a Shop is added to the Program Office from the Supported Organization Detail page, removing that Organization from the Supported Organization list would remove the

Shop from the Program Office. However, according to the Help Desk, this is no longer the case (apparently resolved by a previous DOEHRS-IH release) and you can safely add and remove Organizations from the Supported Organizations list without any repercussions to your Shop list.

The Supported Organization functionality only serves one purpose, and that is to build your Organization Tree view list, and thus giving you another method of navigating your Shops in your Program Office. It must be built and maintained manually and has no other effect on your DOEHRS-IH data.

When to Stop Date affected Shops and SEGs and Remove closed Organizations. –
Please be careful Stop Dating Shops, Processes, SEGs, or any of the subordinate information. It is much more difficult to un-Stop Date and recover the information. There is no cascade effect for Un-Stop Dating. Each item needs to be found and Un-Stop Dated or re-added.

When an Organization closes, you should first Stop Date the subordinate SEG Processes and SEG Personnel for the particular Shops of the closed Organization, individually, for each affected SEG. If an affected SEG is comprised solely of Shop/Processes from that closed Organization, you should also Stop Date the SEG itself, after Stop Dating those subordinate SEG records. (Note: There is no cascade effect to Stop Date subordinate records when Stop Dating a SEG, so you have to do it manually.) If an affected SEG is comprised of Shop/Processes from multiple Organizations, not all of which are closing, only Stop Date the subordinate SEG Processes and SEG Personnel for the particular Shops of the closed Organization, but do not Stop Date the SEG itself if it is still active for Other Organizations' Shop/Processes. (Note: SEGs or Shop/Processes in SEGs will not be automatically Stop Dated by Stop Dating a Shop. (That is why it is best to Stop Date the affected SEG records first so that you can more easily identify the Shop/Processes from the Shop being Stop Dated.) You must Stop Date the SEGs or Shop/Processes in SEGs manually.)

Next, when an Organization closes, you should Stop Date all the Shops for that Organization. (Note: Stop Dating a Shop will cascade and Stop Date all the subordinate Locations, Shop Personnel, Processes, Process Personnel, Process Hazards, Process Controls, Ventilation Components, and Observations & Notes. It also removes the Shop and any subordinate Locations from the Organization Tree View. So, make sure you verify that all subordinate entries in the Shop/Location tree for Shops in the Organization are ones to be stopped before setting a Stop Date.) Also, please keep in mind that when you Stop Date a Shop, there is no cascade effect to Close Date existing one time or reoccurring Master Schedule Task entries (Survey or Sampling or other) related to that Shop. These existing Master Schedule Task entries need to be manually Close Dated. If manually Close Dated without being completed, you must enter a Reason Task Not Completed. (Note: For reoccurring Master Schedule Task entries, you would also change the Master Schedule Task Frequency to one time before Close Dating the Master Schedule Task entries, so that another Master Schedule Task entry is not automatically created. Review Master Schedule Usage Tutorial on the NMCPHC DOEHRS-IH website.

Then, you should remove that closed Organization from the Supported Organization list. (Removing the Organization from Supported Organizations section earlier just would make it so that you could not use the Organization Tree View to help find your Shops and their SEGs for that command.)

Please keep in mind that if an Organization realigns, reorganizes, or moves, you might not want to just Stop Date the affected Shops and SEGs (and their subordinate records) or remove the closed Organizations as done above for closed Organizations. Each particular situation might vary depending on how you want to handle the data. In those cases, please discuss the individual situation and outcome desired with the SLA and you might need to submit a Help Desk Ticket for an MCR. (Note: For moving an Organization from one Program Office to another, it is best to move the Organization and all of its associated Shops, Processes, SEGs, Samples, etc… by MCR, while they are still active (not Stop Dated or removed) in the original Program Office. This keeps from having to Un-Stop Date information. See Un-Stop Dating question below.) Help Desk contacts are located within the application under the Resources in the left navigation menu.

Q: What if the command now comes under another Program Office?

A: If both Program Offices agree, request an MCR through a Help Desk Ticket to move or copy the Organization and all of its associated Shops, Processes, SEGs, Samples, etc… (Unless there is a Memorandum of Agreement to share the Organization and the IH responsibilities by joining the other Program Office).

In the case of copying data to a new Program Office, it is best to copy the Organization and any or all of its data - associated Shops, Processes, SEGs, Samples, etc… to the new Program Office, while they are still active (not Stop Dated) in the original Program Office. This keeps from having to Un-Stop Date information. See Un-Stop Dating question below.

(Note: If an Organization is mobile - where the entire Organization moves (e.g. – ships, etc.…), so the facility is the same (just in a new location), moving the data is likely a better option than copying the data and then Stop Dating the data in the original Program Office. However, keep in mind, if the data is moved, there is no longer any historic/archived record of the data in the original Program Office and the only record of the move is the MCR. Additionally, there might be complications if the moved data was used in SEG assessments in the original Program Office together with other Organizations' Shop/Processes.)

Help Desk contacts are located within the application under the Resources in the left navigation menu.

Q: I need to Stop Date a Shop. Will that Stop Date everything associated with that Shop – Personnel, Processes, SEGs, Master Schedule Task entries, etc…?

A: Stop Dating a Shop will cascade and Stop Date all the subordinate Locations, Shop Personnel, Processes, Process Personnel, Process Hazards, Process Controls, Ventilation Components, and Observations & Notes. It also removes the Shop and any subordinate Locations from the Organization Tree View. So, make sure you verify that all subordinate entries in the Shop/Location tree for Shops in the Organization are ones to be stopped before setting a Stop Date.

However, when you Stop Date a Shop, there is no cascade effect to Stop Date the Shop/Processes in associated SEGs. You would need to first Stop Date the subordinate SEG Processes and SEG Personnel for the particular Shop being Stop Dated, for each affected SEG. If an affected SEG is comprised solely of Processes from that particular Shop being Stop Dated, you should also Stop Date the SEG itself, after Stop Dating those subordinate SEG records. (Note: There is no cascade effect to Stop Date subordinate records when Stop Dating a SEG, so you have to do it manually.) If an affected SEG is comprised of Processes from multiple Shops, not all of which are being Stop Dated, only Stop Date the subordinate SEG Processes and SEG Personnel for the particular Shop being Stop Dated, but do not Stop Date the SEG itself if it is still active for other Shop's Processes. (Note: SEGs or subordinate SEG Processes and SEG Personnel will not be automatically Stop Dated by Stop Dating a Shop. (That is why it is best to Stop Date the affected SEGs records first so that you can more easily identify the records from the Shop being Stop Dated.) You must Stop Date the SEGs or subordinate SEG Processes and SEG Personnel manually.)

When you Stop Date a Shop, there is no cascade effect to Close Date existing one time or reoccurring Master Schedule Task entries (Survey or Sampling or other) related to that Shop. These existing Master Schedule Task entries need to be manually Close Dated. If manually Close Dated without being completed, you must enter a Reason Task Not Completed. (Note: For reoccurring Master Schedule Task entries, you would also change the Master Schedule Task Frequency to one time before Close Dating the Master Schedule Task entries, so that another Master Schedule Task entry is not automatically created. Review Master Schedule Usage Tutorial on the NMCPHC DOEHRS-IH website.

Please be careful Stop Dating Shops, SEGs, or any of the subordinate information. It is much more difficult to un-Stop Date and recover the information. There is no cascade effect for Un-Stop Dating. Each item needs to be found and Un-Stop Dated or re-added. See Un-Stop Dating question below.

Q: I need to Stop Date a Process. Will that Stop Date everything associated with that Process – Personnel, Hazards, Controls, SEGs, Master Schedule Sampling Task entries, etc…?

A: Stop Dating a Process will cascade and Stop Date all the subordinate Locations, Process Personnel, Process Hazards, Process Controls, Ventilation Components, and Observations & Notes.

However, when you Stop Date a Process, there is no cascade effect to Stop Date the Shop/Processes in associated SEGs. You would need to first Stop Date the subordinate SEG Processes and SEG Personnel for the particular Process being Stop Dated, for each affected SEG. If an affected SEG is comprised solely of the Process being Stop Dated, you should also Stop Date the SEG itself, after Stop Dating those subordinate SEG records. (Note: There is no cascade effect to Stop Date subordinate records when Stop Dating a SEG, so you have to do it manually.) If an affected SEG is comprised of multiple Processes, not all of which are being Stop Dated, only Stop Date the subordinate SEG Processes and SEG Personnel for the particular Process being Stop Dated, but do not Stop Date the SEG itself if it is still active for other Processes. (Note: SEGs or subordinate SEG Processes and SEG Personnel will not be automatically Stop Dated by Stop Dating a Process. (That is why it is best to Stop Date the affected SEGs records first so that you can more easily identify the records from the Process being Stop Dated.) You must Stop Date the SEGs or subordinate SEG Processes and SEG Personnel manually.)

When you Stop Date a Process, there is no cascade effect to Close Date existing one time or reoccurring Master Schedule Task entries (Sampling or other) related to that Process. These existing Master Schedule Task entries would need to be Deleted (if there is no dependent data associated) or manually Close Dated with a Reason Task Not Completed entered. (Note: For reoccurring Master Schedule Task entries, you would also change the Master Schedule Task Frequency to one time before Close Dating the Master Schedule Task entries, so that another Master Schedule Task entry is not automatically created. Review Master Schedule Usage Tutorial on the [NMCPHC DOEHRS-IH website](#).

Please be careful Stop Dating Processes, SEGs, or any of the subordinate information. It is much more difficult to un-Stop Date and recover the information. There is no cascade effect for Un-Stop Dating. Each item needs to be found and Un-Stop Dated or re-added. See Un-Stop Dating question below.

Q: I need to Un-Stop Date information that I Stop Dated and now want back. How do I do that?

A: There is no cascade effect for Un-Stop Dating. Each item needs to be found and Un-Stop Dated or re-added. It is important to be careful Stop Dating Shops, Processes, SEGs, or any of the subordinate information. It is much more difficult to un-Stop Date and recover the information.
- Finding Stop Dated Shops can be done by doing a Shop search including archived records. Stop Date is not on the display screen so you have to find the Shop you want. Then, you can Un-Stop Date the Shop.
- Finding Stop Dated Shop Personnel can be done by doing a Shop Personnel search including archived records. Stop Date is on the display screen making it easier to find the Shop Personnel you want. Then, you can Un-Stop Date the Shop Personnel.
- Finding Stop Dated Processes can be done by doing a Process search including archived records. Stop Date is not on the display screen so you have to find the Process you want. Then, you can Un-Stop Date the Process.

- Finding Stop Dated Hazards can be done by doing a Hazard search including archived records. Stop Date is not on the display screen so you have to find the Hazard you want. Then, you can Un-Stop Date the Hazard.
- Finding Stop Dated Controls can be done by doing a Control search including archived records. However, it is a little different. Neither Start Date not Stop Date is on the display screen and when you look at the record no Stop Date is entered, so it cannot just be removed. You must click Continue and associate it with a Hazard to make it active. However, even after made active again, it will show both as an active record and also as an archived record.
- There is no method to search for and Un-Stop Date Process Personnel. You have to re-add personnel to the Process from scratch from the Shop Personnel.
- Finding Stop Dated SEGs can be done by doing a SEG search including archived records. Stop Date is not on the display screen so you have to find the SEG you want. Then, you can Un-Stop Date the SEG. The good thing is Un-Stop Dating an entire SEG restores the subordinate Shop/Processes and SEG Personnel associated to the SEG.
- If you just Stop Date a Shop/Process from an existing SEG, there is no method to search for and Un-Stop Date or re-associate that Shop/Process. You have to re-add the Shop/Process to the SEG from scratch.
- If you just Stop Date a SEG Personnel from an existing SEG, there is no method to search for and Un-Stop Date or re-associate that SEG Personnel. You have to re-add the personnel to the SEG from scratch.

DOEHRS-IH Transactional Reporting can potentially be used to help identify particular Stop Dated information.

If you have to recover a large amount of information and all of it and all of its subordinate or associated records are going to be Un-Stop Dated, it is possible that an MCR can be sent to the Help Desk to Un-Stop-Date, all the information. This might be used in a situation such as when an Organization was removed and all the Shops and SEGs were Stop Dated, and then that Organization and all its associated data needs to be made active.

Q: As we understand it, IH Periodic Survey frequency is set for the command. Now, in DOEHRS-IH, can we set sections (Shops) of a command to a different periodicity - such as some of the Shops at 1 or 2 years and other administrative ones at 4 years?

A: Yes. Reassessment frequency based on hazard categories per OPNAVINST 5100.23 Series is based on command types. However, DOEHRS-IH was built on a shop-centric basis. Therefore, the priority values will be associated to individual Shops (e.g. - Administrative spaces in a shipyard would be a Priority 3 and the welding shop a Priority 1).

The Industrial Hygiene Field Operations Manual (IHFOM) Chapter 2, Appendix 2-D, discusses IH surveys and Shop Priorities in DOEHRS-IH. IHFOM - http://www.med.navy.mil/sites/nmcphc/industrial-hygiene/industrial-hygiene-field-operations-manual/Pages/default.aspx.

Shop Priorities are set and can be changed in the Shop Detail screen. Please keep in mind that there is also a Shop Visit Frequency field on the Shop Detail screen. This Shop Visit Frequency field is a pull down list and the choices vary based on the Shop Priority picked. You need to pick the proper Shop Visit Frequency if more than one choice is available – Priority 1 Shops have Shop Visit Frequency of Yearly. Priority 2 Ashore Shops have Shop Visit Frequency of Every 2 Years. Priority 2 Shops for Ships have a Shop Visit Frequency of Every 3 Years. Priority 3 Shops have Shop Visit Frequency of Every 4 Years. (Note: For Master Schedule Periodic Survey entries, the Task Frequency chosen should typically match the Shop's Shop Visit Frequency.) Please take care in choosing the appropriate Shop Priorities, Shop Visit Frequencies, and Master Schedule Task Frequencies. There are other frequencies available in the pulldown lists, but those are used by other services.

Q: I have long Shop and Process names currently in the system, but I can no longer enter a name of equal length. What happened?

A: For DOEHRS-IH Navy legacy (Navy Industrial Hygiene Information System (IHIMS)) data migration data, since the default algorithms were created before DOEHRS-IH went online and since the data went in behind the scenes, they accommodated having Shop Names and SEG Names greater than 50 characters. Entering new Shop Names or SEG Names, normally through DOEHRS-IH, only allows 50 characters to be entered. The actual Shop Name and SEG Name data field sizes are larger (155 and 150 characters, respectively), but DOEHRS-IH restricts the data entry of Shop Names and SEG Names to just 50 characters to support readability in the left navigation menu.

Currently, the only issue, with the migrated Shop Names or SEG Names over 50 characters in length, is when the users want to edit these Shops or SEGs (e.g. - to add Personnel, etc…) , the system then complains of the name length and makes the user change it in order to save any changes to the Shop or SEG.

It has also been asked if having the longer Shop Names or SEG Names from data migration will create a problem when the DOEHRS-IH production data is sent over to the DOEHRS-IH Data Warehouse. Since the data field sizes are greater (155 and 150 characters, respectively), the Shop Names and SEG Names will be transferred over to the Data Warehouse as is, without the 50 character size restriction imposed for data entry.

Q: I have Stop Dated Shops, Equipment, Processes, etc..., and they disappeared. Did they get Stop Dated? What happened?

A: When you put in a Stop Date, the item will no longer appear on the screen. If you want to see Stop Dated Shops, Equipment, Processes, Personnel, etc..., you need to check the Include Archived Records check box on the particular search screens.

Please do not reenter the Stop Dated data thinking that it has disappeared. That just creates duplicate entries in the system. Such duplicate entries would need to be deleted from the system. DOEHRS-IH has recently expanded the deletion capability. Users with deletion permissions, can now delete many erroneous or duplicate data items, as long as the items do not have dependent data associated and are not Approved by QA. (If they do have dependent data, you might need to delete the dependent data first). If there is erroneous or duplicate data that still cannot be deleted, an MCR can be put in through the Help Desk to delete an item. Help Desk contacts are located within the application under the Resources in the left navigation menu.

Overall, please remember to use the Include Archived Records check box when searching for Stop Dated Shops, Equipment, Processes, Personnel, etc…, and avoid creating duplicate entries in the first place.

Q: I need some Processes moved to different Shops in DOEHRS-IH. Is a Help Desk Ticket the only way to do this? Do you have any advice on how to best make this happen?

A: Yes. Moving Processes to another Shop would be a Help Desk Ticket for an MCR request. Help Desk contacts are located within the application under the Resources in the left navigation menu.

However, exactly what you do may depend on the situation. For example:
- Do you really want to move the data, or do you want to Stop Date the Processes in the old Shops and duplicate them in the other Shops with a new Start Date? Stop Dating the Processes in the old Shops and Start Dating the Processes in the other Shops archives and preserves the history of data and change. (The moving or duplication (adding and Start Dating them in the other Shops and Stop Dating them in the old Shops) of the Processes can also be done with an MCR.)

- What about subordinate data under the Process – Hazards, Process Personnel, Samples, etc..? If you are Start Dating an existing Process under a different Shop, you need to decide whether you want to start fresh with new data for the "new" Shop/Process, or whether you want the data from the old Shop/Process duplicated and added in.
- What about SEGs? If a Process is Stop Dated in a Shop, that old Shop/Process should also be Stop Dated in any existing associated SEGs. If you are Start Dating an existing Process under a different Shop, you need to decide whether you want to add the "new" Shop/Process to the same existing SEGs as the old Shop/Process, or whether you want to create a new SEG.

Essentially, how the data it is handled and what you describe in the Help Desk Ticket, all depends on what you are trying to do in the particular situation, as illustrated above.

Q: Where are the OPCODEs?

A: Operations Codes (OPCODEs) were originally developed as a picklist for the Navy legacy IHIMS. DOEHRS-IH does not use OPCODEs, but a user defined Process Name and a series of Process picklists - DOEHRS-IH Process Category, Common Process and Process Method. The Process Name is user defined and is what the user typically sees. Since Process Name is user defined, care must be taken to use a business practice that ensures accurate and consistent Process Names are created. The DOEHRS-IH Process Category/Common Process/Process Method picklists are in the form of a three tiered Process pull-down picklist. The DOEHRS-IH Process Methods from the picklist are the equivalent of the old OPCODEs. It is very important that proper selections are made from these DOEHRS-IH picklists and they are accurate and consistent for the Process under consideration in order to facilitate future data mining.

The IHFOM Chapter 3, Appendix 3-A, discusses OPCODEs and DOEHRS-IH Processes and provides an updated table with suggestions on which DOEHRS-IH Process Category/Common Process/Process Method choices match up closest with the old OPCODEs. IHFOM - http://www.med.navy.mil/sites/nmcphc/industrial-hygiene/industrial-hygiene-field-operations-manual/Pages/default.aspx.

Q: I am entering Shop personnel that do not have a Social Security Number (SSN) or CAC EDIPN and DOEHRS will not accept the entry, how should I enter the personnel?

A: This is a known issue with DOEHRS that when entering personnel that do not have a SSN or an EDIPN, it is unclear how to enter the personnel. This happens more often with foreign nationals in our OCONUS supported MTFs. For now, please use the personnel number provided to them by the local Human Resources or Security office and enter that number in the EDIPN field. The identification number must have 9 characters; if there are not 9 characters, please place zeros in front of the number until the ID is 9 characters in length.

MASTER SCHEDULE TASKS and IH SURVEYS

Q: We have been told that we need to put in our IH Survey Start and Close Dates into DOEHRS-IH, even though we create the survey outside of DOEHRS. Why are we doing this, and is this going to be a reoccurring tasker?

A: DOD and BUMED are following the use of DOEHRS-IH. One of the metrics is the percent of DOD high risk workplaces (Priority 1 Shops) with an annual characterization within the past 12 months (based on Shop Visit Frequency). This metric is used as an indicator to ensure the appropriate workplaces are being assessed. (Similar metrics are also being used for Priority 2 and 3 Shops.)

In order to improve on this metric for the Navy, Program Offices must ensure Priority 1 Shops have a Survey Task (Baseline or Periodic Survey) in the Master Schedule, complete the survey and then enter a Close Date.

This will need to be done as the Priority 1 Shop surveys are completed annually. (This also needs to be done for Priority 2 and 3 Shops for their survey periodicities.)

Please keep in mind, when Master Schedule Survey Tasks are created, a Task Frequency is required to be entered. If Master Schedule Survey Tasks were previously created and then closed for a Shop (even for a previous year), a Survey Task for this year may already be present for the Shop in Master Schedule, depending on the Task Frequency entered the previous time. Therefore, first, you will want to check Master Schedule and/or Work Basket for any Survey Tasks already present. The easiest way to do that is to go into Master Schedule and do a search on all Shops with a Projected Start Date range of the current year (e.g. – 2015/01/01 through 2015/12/31). For Master Schedule Survey Tasks already present, if the survey for that Shop has already been completed (even if done not using DOEHRS-IH), enter a Close Date for that Survey Task.

If a Master Schedule Survey Task for a Shop has never been created (or the Task Frequency entered the previous time was One Time), a Master Schedule Survey Task will need to be created and a Close Date for the completed survey entered.

Some important points to remember about Master Schedule are that any reoccurring Master Schedule tasks work in the following manner:
- Enter an appropriate reoccurring Task Frequency. (Note: For Master Schedule Periodic Survey entries, the Task Frequency chosen should typically match the Shop's Shop Visit Frequency.)
- The next reoccurring task does not get scheduled until the first task is closed (Close Date entered).
- When the first task is closed, it will only show up if Include Archived Records is checked on the Master Schedule search screen.
- Regulations and task Equipment should be carried forward to the new reoccurring task; Assigned Program Office Personnel should not. Please be aware that tasks that are set up with a reoccurring frequency will automatically generate a new task but will not carry forward the Assigned Program Office Personnel. It will be up to the Responsible Program Office Personnel (identified in the Program Office Personnel tile at the bottom of the task Master Schedule Detail screen) to assign a IH or IH Tech to the task.
- Please keep in mind that when creating a new Master Schedule reoccurring task, entering in Projected Start Date, and Actual Start Date and Close Date, all at the same time when creating a new Master Schedule task, will not create a reoccurring task, regardless of if the Task Frequency is set properly (to something other than One Time depending on the required periodicity). You need to initially create the Master Schedule reoccurring task, enter the Projected Start Date, and ensure the Task Frequency is set correctly. Later when the task is actually started, go into that Master Schedule reoccurring task entry and enter the Actual Start Date. Once the task is completed, go into the Master Schedule reoccurring task entry and enter the Close Date. This ensures that a new Master Schedule reoccurring task is automatically generated.

Master Schedule task creation is a part of DOEHRS-IH training. IH users can review this training as follows:
- Review Master Schedule Usage Tutorial on the NMCPHC DOEHRS-IH website.
- Review automated scenario to Add Master Schedule Periodic Survey (located in the DOEHRS-IH applications in Classroom Training Presentations under DOEHRS Documentation in the left navigation menu.)
- Review Chapter 14 in the Student Guide (located in the DOEHRS-IH applications under DOEHRS Documentation in the left navigation menu.)
- Review the Computer Based Training (CBT) DOEHRS CBT 09-Master Schedule Guide (located in the DOEHRS-IH applications under DOEHRS Documentation in the left navigation menu.) (Note: To run CBT, please ensure that you are saving the CBT file to your desktop prior to running it, by right clicking on the link and selecting Save Target As option.)

Q: What do I do if I have active Shops that I cannot survey because they are in the shipyard or deployed for an extended period? They are counting against me in the metrics because I cannot Close Date the surveys in Master Schedule.

A: If you have Organizations that are unavailable for an extended period, and you cannot complete your Shop Periodic Surveys or other tasks (e.g. – if there are also any reoccurring periodic Sampling Tasks) on time, you should go into the Master Schedule Task entries and manually Close Date them without being completed. The Close Date should be when the Shop became unavailable (and hopefully before the current due dates). Also, you must enter a Reason Task Not Completed, and explain in the Comments. You should leave the Master Schedule Task Frequency at the appropriate reoccurring periodicity. However, to realign the next Master Schedule Task due date with when the Shop will be available, you should go into the new future Master Schedule Task entries, and change the Projected Start Date and Projected Due Date to align with the Shop availability. While not specifically addressed, review Master Schedule Usage Tutorial on the NMCPHC DOEHRS-IH website.

Q: I have Close Dated Baseline and Periodic Survey Tasks in the Master Schedule and they disappeared. Did they get Close Dated? What happened? Should I reenter it?

A: When you put in a Close Date, the item will no longer appear on the screen. If you want to see Close Dated surveys or other closed Master Schedule tasks, you need to check the Include Archived Records check box on the search screens. (See example screen shot below.)

Example of a Search for Closed Periodic Surveys within the Last 12 Months (4/11/2011-4/11/2012)

Please do not reenter the Close Dated data thinking that it has disappeared (e.g. – Do not recreate and reclose a Periodic Survey in the Master Schedule). That just creates duplicate entries in the system. Such duplicate entries would need to be deleted from the system. DOEHRS-IH has recently expanded the deletion capability. Users with deletion permissions, can now delete many erroneous or duplicate data items, as long as the items do not have dependent data associated and are not Approved by QA. (If they do have dependent data, you might need to delete the dependent data first). If there is erroneous or duplicate data that still cannot be deleted, an MCR can be put in through the Help Desk to delete an item. Help Desk contacts are located within the application under the Resources in the left navigation menu.

Overall, please remember to use the Include Archived Records check box when searching for Close Dated Master Schedule tasks, and avoid creating duplicate entries in the first place.

Q: I have Close Dated Baseline and Periodic Survey Tasks in the Master Schedule, but the survey status does not change from In Progress to Closed in the Survey section under Shop. How can I get my surveys marked Closed? Does this affect my metrics? Also, I have seen some surveys with statuses of Approved by QA, but I don't see where you can QA a Baseline and Periodic Survey in the Survey section under Shop.

A: When a Baseline or Periodic Master Schedule Survey Task is created in in the Master Schedule, a Baseline or Periodic Survey entry is automatically created in the Survey section under Shop. At this Survey entry, you can Create or Import a Survey Report. However, please keep in mind that it is not a form; you are not entering any information for "doing the Shop survey". It does allow you to generate a report in DOEHRS-IH, by picking and choosing current information for a date range for that Shop (data that has already been entered into DOEHRS-IH from all the other data entry areas for that Shop) covering Shop, Process, Hazard, Sampling, Assessment, Recommendations, etc…information. Choosing Import allows you to upload a survey report file written outside of DOEHRS-IH to attach to that Survey entry.

Creating or Importing a report does not close the Survey entry.

Entering a Close Date in the associated Master Schedule Survey Task did not usually close the Survey entry in the Survey section under Shop. This was a known defect. However, it was just recently fixed. Entering a Close Date in the associated Master Schedule Survey Task now changes the survey status from In Progress to Closed in the Survey section under Shop.

There is no way to mark Survey entries in the Survey section under Shop as QA Approved. The Survey entry is just a place to generate or import a report. The data was entered and QA'd in the other data entry areas in DOEHRS-IH. You will see some Survey entries marked as Approved by QA. However, that is a side effect of business rules to cover past data that had Close Dates in their Master Schedule Survey Tasks that were developed when QA functionality was added to DOEHRS-IH in 2011.

The survey status for the Survey entries in the Survey section under Shop, do not affect you metrics. The metrics on Shop Survey completion are calculated based on Close Dates in the Master Schedule Survey Tasks.

Q: Why are all these Master Schedule Sampling Tasks listed in my Master Schedule?

A: Master Schedule Sampling Tasks can be entered into Master Schedule in a few ways. These scheduled tasks may be one time or reoccurring. Master Schedule Sampling Tasks can be entered directly into Master Schedule to schedule Sampling Tasks in advance. When sampling data is entered into DOEHRS-IH, a Master Schedule Sampling Task is automatically created. When workplace monitoring (WPM)/exposure monitoring is designated in the IH Assessment section (Create WPM Sampling Task), a Master Schedule Sampling Task is automatically created. However, these Master Schedule Sampling Tasks are not automatically closed when sampling data is entered. A Master Schedule Sampling Task is automatically closed only when the actual Sampling Task has been Approved by QA. Otherwise, the Master Schedule Sampling Task would have to be closed manually by entering a Close Date in the actual Master Schedule Sampling Task entry. However, please keep in mind that manually closing a Master Schedule Sampling Task does not mark the actual Sampling Task as Ready for \QA or Approved by QA. (Note: Closing a Master Schedule Sampling Task (either automatically or manually) archives the completed Master Schedule Sampling Task entry, but DOES NOT archive or Outdate the completed Samples or Results that were part of the actual Sampling Task data.)

For reoccurring Master Schedule Sampling Tasks, the next Master Schedule Sampling Task entry should be triggered and generated automatically when the Sampling Task is marked Ready for QA or closed manually. However, there is a known defect that has been reported to the developer for correction - where marking a

Sampling Task Ready for QA or even Approved by QA (which will close the current Master Schedule Sampling Task) does not generate the next reoccurring Master Schedule Sampling Task entry.

These Master Schedule Sampling Tasks need to be closed. It is best to keep up with them on a regular basis as sampling is completed. Currently, for non-scheduled Sampling Tasks (Master Schedule Sampling Task created automatically as one-time task when the sample is input) or scheduled one-time Sampling Tasks (scheduled manually in Master Schedule or automatically through WPM), it is suggested you close out the Master Schedule Sampling Tasks automatically using the QA approval process on the actual Sampling Tasks. However, for reoccurring Sampling Tasks (most likely scheduled in manually in Master Schedule or automatically through WPM), Master Schedule Sampling Tasks should be closed manually in Master Schedule (before the actual Sampling Task is Approved by QA), so that the next reoccurring Master Schedule Sampling Task entry is generated.

The review, management, maintenance, and update of these open Master Schedule Tasks do affect certain annual metrics.

Q: How do I close Master Schedule Ventilation Survey Tasks? I cannot enter a Close Date in the Master Schedule entry.

A: Unlike other Master Schedule Tasks (e.g. - Master Schedule Survey Tasks, Master Schedule Sampling Tasks, etc…), for Ventilation Survey Master Schedule Tasks, the Close Date cannot be manually entered but is automatically entered when the actual Ventilation Survey is marked as Approved by QA. Once this happens, the Ventilation Survey Master Schedule Task will show a Close Date of the Approved by QA Date. For reoccurring Ventilation Survey Master Schedule Tasks, the next Ventilation Survey Master Schedule Task entry is triggered and generated automatically when the current Ventilation Survey is marked Ready for QA.

SAMPLING and STATISTICS

Q: DOEHRS-IH does not display the worksite Location for individual Samples. How do you suggest that we capture the Sample's site Location?

A: All Locations need to be loaded before they can be associated to sampling information. Then, they will be available for selection in the Air Breathing Zone Sample Form or Noise Dosimetry Sample Form, etc... Locations can be added by using the Location link in the left navigation menu. Sample Location Type and Location Name for Shops, buildings, etc..., as entered under Locations in the Administrative tile, can be associated with the Samples on the various Sample Forms.

All Sample Types (Air Breathing Zone, Noise Dosimetry, Direct Reading Dosimetry, General Area Air, Direct Reading, Bulk, Wipe, etc...) now have a Location Information tile for individual Samples on their Sample Form Individual Sample ID Information screens. (This was a change that was made in DOEHRS-IH, in response to previous user requests.)

Q: What is Inspirability in DOEHRS-IH for air sampling?

A: Particulate or aerosol Samples may represent the total, or the respirable, thoracic, or inhalable fractions of the particulate or aerosol Hazard. Each particulate or aerosol fraction requires a different sampling device. (e.g. – cyclones and filters for respirable or inhalable samplers for inhalable, etc…) The Inspirability (total, respirable, thoracic, or inhalable) in DOEHRS-IH for a Sample reflects the specific fraction for which the

Sample was collected. (For non-particulate or non-aerosol sampling in DOEHRS-IH, usually the "empty" value should be chosen from the picklist.) Occupational Exposure Limits (OELs) for these types of particulate or aerosol Hazards are specific to the Inspirability of the Hazard being sampled. Care should be taken to determine which particulate or aerosol Inspirability an OEL refers and to ensure that the correct sampling device is used. Please keep in mind that the Inspirability of a Sample needs to match the Inspirability of the OEL to which it is being compared.

Please do not mistake the Inspirability (total, respirable, thoracic, or inhalable) designated for a particulate or aerosol Hazard Sample or OEL, with the Exposure Route (inhalation, ingestion, skin absorption, or skin and/or eye contact) associated with a Hazard.

Q: How do I enter Media and Blank Samples that are associated with Breathing Zone Air Samples?

A: Blank or Media Samples do not necessarily need to be entered into the system. Blank or Media Samples entered into DOEHRS-IH will receive a Sample Number (Sample Barcode ID). They will be reported as Samples for possible selection in an IH Assessment, **UNLESS** you change the Sample Blank Category under the Individual Sample ID Information screen of the particular Sample Form. If Blank or Media Samples are entered into DOEHRS-IH, you need to ensure that this Sample Blank Category is changed to Field Blank or Lab Blank or Trip Blank.

However, regardless of whether Blank or Media Samples are entered into DOEHRS-IH, actual Sample Results should be blank corrected and entered in the Measurement Information tile on Individual Sample ID Information screen as necessary.

Blank or Media Sample Results can be imported and associated with a Breathing Zone Air Sample as a scanned attachment.

Q: How do I enter Passive Dosimetry air sampling? Should I enter Passive Dosimeters as Equipment? What Flow Rate and Volume do I use?

A: Passive dosimetry should be entered as Air Breathing Zone (for personal) or General Area Air sampling, as the case may be. However, passive dosimeters are typically used for personal air sampling. They should not be entered as Direct Reading Dosimetry.

Do not enter passive dosimeters as equipment, as they are consumables. Also, on the air sampling forms, if equipment is entered in the Program Office Equipment Information tile, calibration equipment is also required to be entered. For air sampling using passive dosimeters, no equipment would be entered on the air sampling form.

For pertinent Hazards, Sampling Methods with passive dosimeter as Sampling Media are available choices when the Air Sample is created in DOEHRS-IH. When these Sampling Methods are chosen, passive dosimeter then shows up as the Sampling Media on the Sample Form. If there is no listing for the appropriate Sampling Method with passive dosimeter as Sampling Media for the needed Hazard, please enter a picklist request for the addition.

The passive dosimeters have a set sampling rate based on the particular model of dosimeter and the chemical being sampled. This sampling rate (sometimes included as part of a calculation constant), along with the recovery coefficient, contaminant weight, and sampling time, is used by the lab to calculate the concentration. Therefore, you would not have a flow rate or volume to enter.

If the lab does not calculate the concentration for you, they should be able to give the sampling rate (or any calculation constants), and recovery coefficient, which you can use, in conjunction with the sampling time and contaminant weight, to calculate the concentration in accordance with the manufacturer's instructions for the particular model of passive dosimeter.

Q: I entered Noise Dosimetry Samples and Results, but DOEHRS-IH does not produce a TWA value. On the display screen it shows 0.0 dBA values. What is wrong?

A: The noise dosimetry samples used in the TWA were not completely finished. The individual samples were missing measurement information. In DOEHRS–IH, you must have measurements both in the Lavg field and the Dose % field. Users must enter a value in either field and then click the corresponding calculator icon for the other value. Once there are measurements (entered or calculated) in both fields for the individual noise dosimetry samples, save the record. You can then successfully accomplish the TWA calculation.

Q: For my Noise Dosimetry Samples what do I enter into DOEHRS–IH Measurement Information tile on Individual Sample ID Information screen from my dosimeter – L_{avg}, Dose%, $L_{8hour - TWA}$, projected Dose%?

A: In DOEHRS-IH for the Noise Dosimetry Sample Result, you can enter L_{avg} and/or $Dose_{avg}$ %. If you enter one you can calculate the other with the calculator icon in DOEHRS-IH, or you can enter both.

Be careful not to enter the TWA adjusted values from the dosimeter into the DOEHRS–IH Measurement Information tile on Individual Sample ID Information screen as a result. TWAs, in dBA and Dose %, are calculated in DOHERS-IH by choosing a Sample from the Noise Dosimetry Samples search screen under the SEG and choosing to "Calculate TWA". Please ensure that you calculate or enter the noise dosimetry TWA using the "Calculate TWA", because Noise Dosimetry TWAs need to be entered in those data fields in order to perform IH Assessments comparing Noise Dosimetry to TWA OELs.

Q: When entering results under DOEHRS–IH Measurement Information tile on an Individual Sample, should I enter Mass Result or Concentration Result?

A: If the lab reports the result as a concentration, you can just enter that concentration under Concentration Result. (If it is a numeric < Limit of Detection (LOD) result, use the "<" qualifier.) Also, take care in picking the correct Units of Measure (UOM).

If the lab reports the result as a mass, you can enter that mass under Mass Result. (If it is a numeric < LOD result, use the "<" qualifier.) However, you will need to still calculate the concentration using the reported Mass Result and Volume for that Sample, and then enter that concentration under Concentration Result. If it is a numeric < LOD result, use the "<" qualifier.) Also, take care in picking the correct Units of Measure (UOM).

Q: When entering < LOD results under DOEHRS–IH Measurement Information tile on an Individual Sample, I see a Not Detected box. Should I check that box?

A: The Not-Detected box should only be checked if you have non-numeric results from the lab saying that the Hazard was Not Detected. A Not Detected entry will not display or be available in DOEHRS-IH

If the lab reports numerical < LOD results concentrations, enter those under the concentration result using the "<" qualifier. If the lab report has "< LOD" listed and provides the LOD concentration (or you can get the LOD concentration from the lab), enter those numerical results under the concentration result using the "<" qualifier

and the LOD provided by the lab. Do not use the Not-Detected box and also enter numerical results for the same Sample result entry, since it will cause DOEHRS-IH not to display or make available the numerical result for that Hazard for that Sample.

**Q: How can I delete a Sample entered in DOEHRS-IH?**

A: DOEHRS-IH has recently expanded the deletion capability. Users with deletion permissions, can now delete many erroneous or duplicate data items, as long as the items do not have dependent data associated and are not Approved by QA. (If they do have dependent data, you might need to delete the dependent data first). If there is erroneous or duplicate data that still cannot be deleted, an MCR can be put in through the Help Desk to delete an item. Help Desk contacts are located within the application under the Resources in the left navigation menu.

Q: Should we have separate result entries in DOEHRS-IH for quartz and cristobalite for a sample, the same way the lab has reported them to us, or should we add the concentrations for quartz and cristobalite and report it as one entry for silica?

A: - You would want to enter the sampling results in DOEHRS-IH to document the data and reflect and support the way you do your assessments. If you were doing the assessment based on an OEL for just respirable crystalline silica (not specific for cristobalite or quartz or tridymite), you should still enter the results for the specific silica hazards to document them and also enter the result for the complete respirable crystalline silica. The assessment could then be done using the respirable crystalline silica TWAs as compared to the chosen OEL for non-specific respirable crystalline silica.

Q: Where are my Time Weighted Average (TWA) values for my Breathing Zone Air and Noise Dosimetry Samples? I searched down to the individual Sample and just see the raw Results. Can you please tell me where to see the TWA values for my Samples?

A: For personal sampling, such as Breathing Zone Air and Noise Dosimetry, in DOEHRS-IH, you need to go into the SEG, then to Samples, then to Air Breathing Zone. The TWAs for the Samples can be viewed by clicking the Air Breathing Zone TWAs tab hyperlink. (See example screen shot below.)
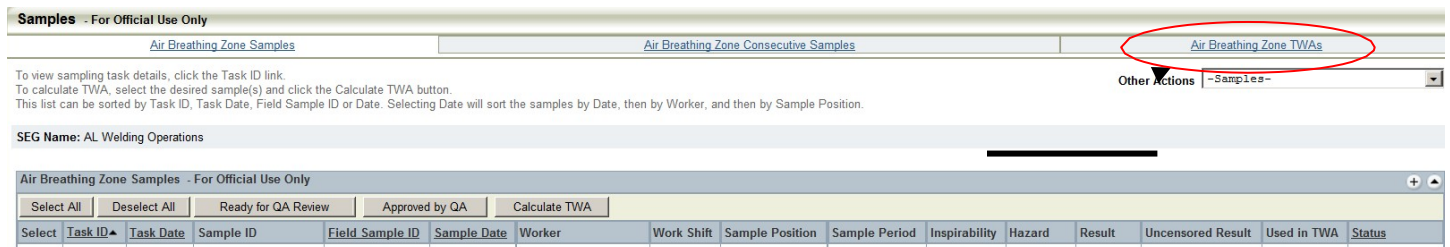
Q: Why is the TWA Time Period sometimes prefilled and sometimes not when I calculate a TWA. Also, when a TWA Time Period is not prefilled, why does the TWA calculation sometimes not produce the expected values if I choose Unsampled Period = 0?

A: During TWA calculations, DOEHRS-IH also calculates an Upper Confidence Limit (UCL) for the TWA, as well as calculating the TWA itself. This TWA UCL is only used for compliance. (Navy practice looks at statistics for population data sets (95th percentiles, UCL 95/95, etc...), not for just one TWA, so Navy IHs are

not really even utilizing the individual TWA UCLs.) In order to calculate the TWA UCL, DOEHRS-IH requires you to choose a particular OEL (or No OEL) for the TWA.

- If you choose an 8 hour TWA OEL, DOEHRS-IH prefills the TWA Time Period with 8.0 hours and uses that time (480 minutes) as the denominator of the TWA calculation, to calculate an 8 hour TWA.
- Similarly, if you choose an OEL with another time frame, DOEHRS-IH prefills the TWA Time Period with that time and uses that time as the denominator of the TWA calculation.
- If you choose No OEL, though DOEHRS-IH defaults the TWA Time Period entry to the Sample Duration, it does allow you to overwrite it and enter a TWA Time Period.
    - In this case, if you want to calculate an 8 hour TWA, you need to enter 8.0 hours or 480 minutes as the TWA Time Period.
    - Also, in this case, if you want to calculate an 8 hour TWA, but mistakenly leave the TWA Time Period defaulted to the Sample Duration, it will use the Sample Duration as the denominator of the TWA calculation. So, if you choose Unsampled Period = 0, it will be the same as choosing Unsampled Period = Sampled Period and not what you expect. (i.e. – To calculate an 8 hour TWA in DOEHRS-IH, always make sure that the TWA Time Period is 8 hours or 480 minutes.)

Q: What do I put in for SAE/ CVt when calculating TWAs?

A: **What it is.** - Standard Analytical Error (SAE) is calculated from Coefficient of Variation (CV or CV_T) or Precision Relative Standard Deviation (Sr or Sr_T). According to National Institute of Occupational Safety and Health (NIOSH): Sr was previously CV - "Estimate of the relative standard deviation, equal to S divided by the mean of a series of measurements. A measure of precision. Previously called CV (coefficient of variation)." Sr_T was previously CV_T - "Estimate of overall precision including pump error. Formerly CV_T." Sr or CV relates to analytical precision, and lab and analyst error. Sr_T and CV_T relates to overall precision, and lab and analyst error and additionally to sampling error and other biases.

Where it is found. - The NIOSH sampling and analytical methods list them as Sr and Sr_T. The Occupational Safety and Health Administration (OSHA) sampling and analytical methods still have them listed as CV and CV_T. However, please keep in mind that Srs or CVs can also vary by individual lab, instrumentation, and also vary over time. The Comprehensive Industrial Hygiene Laboratories (CIHL) can be contacted for specific CVs. The CIHL Guide discusses their policy for reporting CV: http://www.med.navy.mil/sites/nmcphc/Documents/comprehensive-industrial-hygiene-labs/NAVY-CIHL-IH-SAMPLING-GUIDE.pdf.

Why it is being requested to be entered at times. - SAE or CV_T/Sr_T or CV/Sr is a required data field in DOEHRS-IH when calculating TWAs. There are times DOEHRS-IH does not ask for one because a SAE or CV_T/Sr_T or CV/Sr is already associated to the Hazard. When a SAE or CV_T/Sr_T or CV/Sr is not already associated, DOEHRS-IH will require that one be entered for that Hazard during the TWA calculation. So, if DOEHRS-IH asks you for it, look up the information or call the lab doing the analysis; if you have a CV or Sr, choose the Sr radio button; and if you have a published CV_T or Sr_T, choose the Sr_T radio button. (Note: DOEHRS-IH has recently fixed the issue where a SAE or CV_T/Sr_T or CV/Sr was erroneously being required for noise dosimetry TWA calculations. This data field no longer appears during noise dosimetry TWA calculations.

How it is used. - Please keep in mind, though required in DOEHRS-IH when calculating TWAs, the SAE or CV_T/Sr_T or CV/Sr does not affect the actual TWA calculation. It only affects the individual TWA UCL (making it broader or narrower depending on the precision), which is only used for compliance. Navy practice looks at statistics for population data sets (95th percentiles, UCL 95/95, etc...), not for just one TWA. Therefore, Navy IHs are not really even utilizing the individual TWA UCLs that are being calculated using the SAE or CV_T/Sr_T or CV/Sr.

Q: Why are exposure limits incorporated in the TWA calculations?

A: The OEL and the SAE/CV_T/Sr_T/Sr input at the time of TWA calculation are used to calculate the individual TWA UCL and to compare against the OEL input at the time of TWA calculation. This individual TWA UCL and OEL are only used for evaluation of compliance, which is not what is typically done in Navy IH. Navy practice looks at statistics for SEG population data sets (95th percentiles, UCL 95/95, etc...), not for just one TWA. Therefore, Navy IHs are not really even utilizing the individual TWA OEL and UCL.

However, one thing to note, there is a known defect that has been reported to the developer for correction, where the OEL input at the time of TWA calculation for the TWA UCL calculation affects the running of statistics later for SEG population data sets in the IH Assessments section of DOEHRS-IH. If you define the IH Assessment choosing a TWA OEL or No OEL, quantitative assessment statistics will not run for the chosen TWAs unless all the selected TWAs have the same (as each other) OEL (or No OEL) chosen at the time of TWA calculation. (If all these TWA UCL Calculation OELs do match for all the TWAs chosen for use in the SEG population dataset for IH Assessment, the statistics will run even if the IH Assessment definition TWA OEL is different.****Update: this defect is due to be corrected in CY 2020****

Q: It is more critical to evaluate group (i.e. - SEG) exposures so that exposure histories and protection strategies are developed for all workers exposed similarly to workers who are sampled. What tools exist in DOEHRS-IH to help select measurements for SEG evaluations? What statistical models are used in DOEHRS-IH for SEG exposure assessments?

A: Regarding SEG statistics and DOEHRS-IH modeling, DOEHRS-IH provides a variety of modeling tools at the Shop and SEG level and also an entire picklist of statistical calculations/tools from which to choose for Exposure Evaluation Rationale during IH Assessment. The decision as to which calculations/tools should be used is generally based on the situation, and business practice of the Program Office or Service. (Navy IH typically uses 95th percentiles and UCL 95/95 for SEG IH exposure assessments).

IH ASSESSMENTS

Q: I am trying to do a quantitative IH Assessment for a Hazard in a SEG with multiple Shops/Processes. However, all my Processes and their Samples for this Hazard are not showing up to pick from for the assessment. All these Processes are named the same but are from different Shops. What is the problem?

A: This was a known defect. However, it was just recently fixed. You should now be able to include multiple processes with the same Process Name in a SEG and perform an IH Assessment and have all the valid samples available for use in the assessment as long as they meet the assessment definition, including matching the OEL type chosen.

Q: I am trying to do a quantitative IH Assessments for a Hazard in a SEG. There is only one Shop/Process in the SEG. However, all my Samples for this Hazard are not always showing up to pick from for the assessment. The number of Samples that show up sometimes differs, depending on which OEL I choose when defining the assessment. Also, whether the Sample Results or TWAs show up differs depending on which OEL I choose when defining the assessment. Finally, sometimes when I choose 6+ different Samples to do a quantitative assessment, I get an error message when I "Calculate All Statistics" – "Validation Error: The selected TWAs must have the same OEL." How does all this work?

A: In IH Assessments, for a SEG with at least 6 different Samples associated, where you can do a quantitative assessment:

If you defined the assessment choosing a STEL/Ceiling OEL, DOEHRS-IH:

- Will display and allow you to choose only from the actual Sample Results for the Samples to use in the assessment.

If you defined the assessment choosing an 8 hour TWA OEL, DOEHRS-IH:

- Will display and allow you to choose only from the TWAs for the Samples where the TWA was calculated using a TWA time of 8 hours or 480 minutes, or the Sample Results but only if the Sample had a Sample Duration of exactly 480 minutes and no TWA was calculated for the Sample. (If you chose an adjusted TWA OEL (like an adjusted 12 hour TWA OEL), it would similarly only display and allow you to choose TWAs that had been calculated using a matching TWA time or Sample Results with a matching Sample Duration and no TWA.)
    - o Additionally, to be able to actually run the quantitative assessment on multiple Samples, the selected Sample IDs must be unique (i.e. – if you calculated multiple TWAs for a particular Sample, and if you then select multiple TWAs with the same Sample ID for the assessment data set, you will get an error message when you try to run the quantitative assessment statistics.)
    - o Also, to be able to actually run the quantitative assessment on multiple Samples, all the selected TWAs must have had the same OEL (or No OEL) chosen at the TWA calculation. (i.e. – Even though the assessment displays and allows you to select TWAs where different OELs were chosen at TWA calculation, you will get an error message when you try to run the quantitative assessment statistics.) This is a known defect that has been reported to the developer for correction.
    - o However, it is OK if the OEL chosen for the IH Assessment is different than the OELs chosen for the Samples at the TWA calculation, as long as all the OELs chosen for the Samples at the TWA calculation match each other (or are No OEL).

If you defined the assessment choosing No OEL, DOEHRS-IH:

- Will display and allow you to choose the TWA values for the all Samples where a TWA was calculated using any TWA time.
    - o Additionally, to be able to actually run the quantitative assessment on multiple Samples, the selected Sample IDs must be unique (i.e. – if you calculated multiple TWAs for a particular Sample, and if you then select multiple TWAs with the same Sample ID for the assessment data set, you will get an error message when you try to run the quantitative assessment statistics.)
    - o Also, to be able to actually run the quantitative assessment on multiple Samples, all the selected TWAs must have had the same OEL (or No OEL) chosen at the TWA calculation. (i.e. – Even though the assessment displays and allows you to select TWAs where different OELs were chosen at TWA calculation, you will get an error message when you try to run the quantitative assessment statistics.) This is a known defect that has been reported to the developer for correction.

- o However, it is OK if the No OEL chosen for the IH Assessment is different than the OELs chosen for the Samples at the TWA calculation, as long as all the OELs chosen for the Samples at the TWA calculation match each other (or are No OEL).
- o This is the only situation that you could conceivably do a quantitative assessment using 15 minute TWAs. However, some of the statistics that are dependent on comparison to an OEL will not be valid since there is No OEL chosen for the assessment.

Q: I am trying to do an IH Assessment for Noise in a SEG. This SEG contains Shops/Processes that have both Noise and chemical Hazards. When defining the IH Assessment, only some of the chemical Hazards show up as a Hazard choice. Where is the Noise Hazard and where are the other chemical Hazards?

A: In DOEHRS-IH on the Define IH Assessment Select Hazard screen (Step 1 of 3), there are tabs at the top of the screen (Ingestion, Inhalation, Skin Absorption, and Physical Hazards). The screen defaults to the Ingestion tab (if all are shown). The Noise Hazard for the SEG would be available on the Physical Hazards tab. The chemical Hazards of interest (assigned to a Shop's Process and available in the SEG) should be listed on the Inhalation tab. (Note: Not all the chemical Hazards are necessarily listed on the Ingestion, Inhalation, or Skin Absorption tabs, depending on the Exposure Routes available on the Hazard picklist and chosen when the Hazard was added to the Shop Process. It is important to pick the appropriate Exposure Route involved when adding a chemical Hazard to a Shop's Process.)

WORK BASKET MANAGEMENT

Q: Somethings show up in Work Basket and some do not. What is going on?

A: There are several types of Workbasket notifications:
The ones currently functional are –
- Master Schedule task Projected to Start
- Master Schedule task Overdue
- Program Office Equipment Due for Manufacturer Calibration
- Program Office Equipment Being Calibrated by Manufacturer is Overdue Back to Owner
- Routine Monitoring – Untreated/Treated Water

The ones not yet functional are –
- Lab Results Are Overdue from Lab
- IH Personnel Training/Certification Due Soon
- Worker Has Been Added to a Shop
- IH Personnel Quantitative Fit Test Due
- IH Personnel Qualitative Fit Test Due

Default Notifications for Workbasket Types –
- Master Schedule task Projected to Start and Master Schedule task Overdue – notifications default to the Assigned IH personnel.

- Program Office Equipment Due for Manufacturer Calibration and Program Office Equipment Being Calibrated by Manufacturer is Overdue Back to Owner - notifications default to the Program Office Equipment Administrators user role.
- Lab Results Are Overdue from Lab, Worker Has Been Added to a Shop, and Routine Monitoring – Untreated/Treated Water, - notifications default to the IH Responsible for that item.
- IH Personnel Training/Certification Due Soon – notifications default to the IH Personnel and Supervisor
- IH Personnel Quantitative Fit Test Due and IH Personnel Qualitative Fit Test Due - notifications default to the IH Personnel and Supervisor and the IH Responsible for that item.

Of the notifications currently functional, all the notifications rules are listed below:
- Master Schedule task Projected to Start
  - Sampling-IH task / Ergo task / Model task/ Other Master Schedule tasks
  - Notifications for Assigned IH
    - One for the Assigned IH (for Sampling-IH tasks)
    - One for the Assigned IH (for Ergo tasks)
    - One for the Assigned IH (for Model tasks)
    - One for the Assigned IH (for Other tasks where the Master Schedule task is for a Shop)
      - If the Master Schedule task is for a survey, notifications include only status that indicates that work still needs to be done by the assigned personnel, excluding Sampling-IH tasks and Ergo Survey tasks
    - One for the Assigned IH (for Other Tasks where the Master Schedule task is not for a Shop)
      - If the Master Schedule task is for a survey, notifications include only status that indicates that work still needs to be done by the assigned personnel, skipping Ventilation Survey since the description info is different
    - One for the Assigned IH for Ventilation Surveys only (Master Schedule task is not for a Shop)
      - Notifications do not show up in assigned IH workbasket if survey's status is 'Ready for QA'
- Master Schedule Task Overdue
  - Other Master Schedule tasks / Sampling-IH Task / Location-based Sampling task/ Ergo task
  - Notifications for Assigned IH or Individuals for Notification
    - One for the Assigned IH (for Other Master Schedule tasks)
    - One for each person indicated individually in Notification (for Other Master Schedule tasks)
      - Update the personnel indicated individually using the Notification link in the application (for Master Schedule tasks notifications)
    - One for the Assigned IH (for Sampling-IH tasks)
    - One for each person indicated individually in Notification (for Sampling-IH tasks)
      - Update the personnel indicated individually using the Notification link in the application (for Master Schedule tasks notifications)
    - One for the Assigned IH (for Location-based Sampling tasks)
      - Note that the "overdue" criterion is defined differently for the Location-based sampling tasks: it is overdue if the sample is not created by the due date.
    - One for the Assigned IH (for Ergo tasks)

- One for each person indicated individually in Notification (for Ergo tasks)
  - Update the personnel indicated individually using the Notification link in the application (for Master Schedule tasks notifications)
- Program Office Equipment Due for Manufacturer Calibration to Owner and Borrower
  - Notifications for Program Office Equipment Administrator user role or Individuals for Notification, (Two cases: Calibration/Maintenance Record w/ Actual Calibration Date, & No Calibration/Maintenance Record w/ Actual Calibration Date)
    - One for each person in Program Office Equipment Administrator user role, if there is a Calibration/Maintenance Record w/ Actual Calibration Date set
    - One for each person indicated individually in Notification, if there is a Calibration/Maintenance Record w/ Actual Calibration Date set
      - Update the personnel indicated individually using the Notification link in the application (for Calibration notifications)
    - One for each person in Program Office Equipment Administrator user role, if there is no Calibration/Maintenance Record w/ Actual Calibration Date set
    - One for each person indicated individually in Notification, if there is no Calibration/Maintenance Record w/ Actual Calibration Date set
      - Update the personnel indicated individually using the Notification link in the application (for Calibration notifications)
    - Borrowing IHPO: One for each person in Program Office Equipment Administrator user role, if there is a Calibration/Maintenance Record w/ Actual Calibration Date set
    - Borrowing IHPO: One for each person indicated individually in Notification, if there is a Calibration/Maintenance Record w/ Actual Calibration Date set
      - Update the personnel indicated individually using the Notification link in the application (for Calibration notifications)
    - Borrowing IHPO: One for each person in Program Office Equipment Administrator user role, if there is no Calibration/Maintenance Record w/ Actual Calibration Date set
    - Borrowing IHPO: One for each person indicated individually in Notification, if there is no Calibration/Maintenance Record w/ Actual Calibration Date set
      - Update the personnel indicated individually using the Notification link in the application (for Calibration notifications)
- Program Office Equipment Being Calibrated by Manufacturer is Overdue Back to Owner or Borrower
  - Notifications for Program Office Equipment Administrator user role or Individuals for Notification
    - One for each person in Program Office Equipment Administrator user role
    - One for each person indicated individually in Notification
      - Update the personnel indicated individually using the Notification link in the application (for Calibration notifications)
    - Borrowing IHPO: One for each person in Program Office Equipment Administrator user role
    - Borrowing IHPO: One for each person indicated individually in Notification
      - Update the personnel indicated individually using the Notification link in the application (for Calibration notifications)
- Routine Monitoring - [Untreated|Treated] Water
  - Notifications for Monitoring Task Responsible IH or Individuals for Notification

- One for Environmental Health (EH) Monitoring task Responsible IH
- One for each person indicated individually in Notification
  - Update the personnel indicated individually using the Notification link in the application (for Water Sample notifications)

Q: How does being the Last Edited By person affect Work Basket notifications?

A: Last edited by person does not affect Work Basket notifications at all.

Q: For Sampling or Survey Master Schedule tasks (reminder to close an open task), does Actual Start Date need to be filled in Master Schedule to trigger the Work Basket notification?

A: The Master Schedule task Overdue notification looks at the Actual Start Date field where Closed Date is blank.

Q: For Sampling or Survey Master Schedule tasks (reminder to start a scheduled task), is any Work Basket notification supposed to show up based on the Projected Start Date passing to remind you to start the survey or to start/complete the sampling?

A: Master Schedule task Projected to Start notification starts appearing 30 days before the Projected Start Date and only stops showing once the Stop Date is set. This type of notification will still show if the Actual Start Date is not entered prior to the Projected Start Date. The notification will not move to the Master Schedule Task Overdue notification type until after an Actual Start Date is entered and the current date is greater than or equal to 30 days after the Actual Start Date.

Q: Is there a way to remove entries from Work Basket?

A: Depending on what type of notifications you want to remove from your Work Basket, there are various procedures (below). Updates made in the Work Basket are refreshed every 24 hours and will be reflected the next day.

If you have Work Basket notifications for past due personnel fit test records, you may utilize any of the following options to remove these notifications:
- Have the person take the fit test and enter results
- Change the fit test Due Date to a date in the future
- Archive the record if no longer needed

To remove Master Schedule Sampling Task notifications from your Work Basket, enter a Close Date in the Master Schedule Sampling Task. Notifications resulting from other Master Schedule Tasks should be able to be handled similarly.

For Ventilation Survey Master Schedule Tasks, the Close Date cannot be manually entered but is automatically entered when the actual Ventilation Survey is marked as Approved by QA. Once this happens, the Ventilation Survey Master Schedule Task notification should drop off your Work Basket.

Personnel appear in the Work Basket when they are added to a Shop but not assigned to a Process. If you have Personnel that you would like to remove from your Work Basket, you may utilize any of the following options to remove these notifications:

- Assign the person to a Process

- Remove the person (if no longer needed) from the Shop by adding a Stop Date to the person's Shop Personnel Detail screen.

- Disable those types of notifications altogether by selecting the Notification link in the Administration section of the left navigation menu. At the bottom of the Timeframe column on the Notifications screen, insert a 0 (zero) next to the Shop Personnel added to Shop by Shop Supervisor item and uncheck the notifications for Work Basket. This will not have any impact on the current entries in the Work Basket, but it will prevent future entries.

To remove past due Program Office Equipment Calibration notifications from your Work Basket, you may utilize any of the following options:

- If it is Equipment that you no longer have, select the Program Office Equipment link in the Administration section of the left navigation menu and perform a search to bring up the Equipment in question. Select the link for the piece of Equipment and make it Unavailable on the Program Office Equipment Information tile of the Program Office Equipment Detail screen. Then, enter a Stop Date for the piece of Equipment on the Cost Summary tile of the Program Office Equipment Detail screen.

- If it is current Equipment, have the Equipment calibrated and enter the Actual Calibration Date in the Calibration and Maintenance History tile of the Program Office Equipment Detail screen. Then, enter the Next Calibration Date in the Calibration Summary tile of the Program Office Equipment Detail screen.

- Disable those types of notifications altogether by selecting the Notification link in the Administration section of the left navigation menu. At the bottom of the Timeframe column on the Notifications screen, insert a 0 (zero) next to the Program Office Equipment Due for Manufacturer Calibration item and uncheck the notifications for Work Basket. This will not have any impact on the current entries in the Work Basket, but it will prevent future entries.

Other types of Program Office notifications (Samples not returned from the lab; Master Schedule Survey Tasks not closed on time; Program Office Equipment not returned from manufacturer calibration; Program Office Personnel training due, Program Office Personnel fit test due, etc…) also can be managed or prevented. Select the Notification link in the Administration section of the left navigation menu. Parameters can be adjusted on the Notifications screen for the various Notifications. Typically, to prevent these particular Notifications, insert a 0 (zero) in the Notification item's Timeframe and uncheck the Notifications for Work Basket. This will not have any impact on the current entries in the Work Basket, but it will prevent future entries.

Q: When a Periodic Survey for a Shop is added to the Master Schedule with a frequency of yearly and after the current Survey Task is closed, when will the following year's Shop Master Schedule Survey Task re-populate in the Work Basket (e.g. - 8 months, 9 months, 10 months, 11 months, 12 months, etc…)? Will it re-populate in the Assigned Program Office Personnel Work Basket annually with enough advance warning to allow completion of the survey on time? Or, will it repopulate when the annual survey is overdue?

A: The Work Basket is designed to notify the Assigned Program Office Personnel of associated Master Schedule tasks. Typically, the Notification will populate the Work Basket when the task is within 30-days of the scheduled Start Date.

NOTIFICATION LETTERS

Q: How can I print out an Employee Exposure Notification Letter?

A: Employee Notification Letters can be printed from the DOEHRS-IH application from the IH section, SEG, Samples, Air Breathing Zone, Air Breathing Zone TWA tab. (See example screen shot below.)

Below is an example Notification Letter pulled from the DOEHRS-IH. It is recommended that the font be increased from 7 to 10 after exporting the letter in rich text format (rtf). The letter can also be exported as .pdf.

Notification Letter - For Official Use Only

[Export As .rtf] [Export As .pdf] [Cancel]

General Information - For Official Use Only

Name	████████
SSN	████ *****
Current Date	2011/10/05
Shop Name (UIC)	HAWTHORNE MAINTENANCE BUILDING H32893 ()
Location	

Air Breathing Zone sampling was conducted on 26 Oct 2010 to determine your exposure to COPPER. The results of the samples are presented below.

Sample ID	Process(es)	Sample Time (minutes)	Sample Results
000056ZN	Welding	70	0.02 mg/m3

The 8.0-hr time-weighted average is 0.0029167 mg/m3

The 8.0-hr time-weighted average did not exceed the permissible exposure limit of 0.1 mg/m3

During the sampling period you were observed wearing the following personal protective equipment:

- Goggles, Welding, Coverspec Type,Eyes

- Leather Welding,Gloves

- Coat/Jacket, Welding ,Body/Clothing

[Export As .rtf] [Export As .pdf] [Cancel]

♦ Indicates sample result measurement was censored.

For Official Use Only

Though shown on screen, currently, the exported Employee Notification Letter only lists the first two Controls in the system. Additional Controls can be added to the exported file by the user. This is a known defect that has been reported to the developer for correction.

Though shown on screen, currently, the exported Employee Notification Letter only lists the first two samples in the system. Additional samples can be added to the exported file by the user. This is a known defect that has been reported to the developer for correction.

QUALITY ASSURANCE (QA)

Q: Are there differing QA functions within DOEHRS-IH (i.e. - one for exposure monitoring and another for SEGs or another sub category of data? If I recall, there is only one QA function that is assigned by UIC or command???

A: QA is a role based permission in DOEHRS-IH. There are various QA roles in EH, Food Protection, Incident Reports, Radiation, and Registry, etc…. However, for DOEHRS-IH Surveys and Sampling, there is only one QA role. A Program Office can assign multiple people with that role. However, once someone QAs the item, it cannot be QAed again by others. Once a user marks an item as Ready for QA, if it requires editing, it has to be either fixed by the QA person or the QA person must mark the item Return to In Progress. Once the QA person marks the item as Approved by QA, it cannot be edited or marked Return to In Progress.

PICKLISTS

Q: How do I make Picklist Requests? Do I put in a Help Desk Ticket? I want to add a Command to the DOEHRS-IH Organization picklist.

A: A number of the DOEHRS-IH picklists can now have update requests for additions, deletions or edits to the picklists submitted directly within DOEHRS-IH. On the left navigation menu under Administration is a choice for Pick Lists. That link takes to a list of various picklists as well as search screens for Pick List Requests. By going to any of those picklists, you can then search for items in the picklist. If the item is not found, you can request additions to the picklist (usually a link at the bottom of initial search screen). If the item is found, you can open the detail record (usually a link on the ID field) and review and make edits to information, if needed, and then submit the request. Keep in mind not all information can be edited.

Before you request a new picklist item, please search to make sure it is not already there. Some items, you may need to search multiple ways or by synonyms.

For Organizations, you can search by UIC or partial UIC, but also please search by partial Organization Names or potential abbreviations to check, since another UIC may have been used. Please keep in mind the Organization picklist is a little different than the others, as many of the entries are provided by a data load from Defense Manpower Data Center (DMDC). Please keep in mind, DOEHRS-IH does not control DMDC data. Data from DMDC (e.g. – UICs, Organizations Names, Addresses, etc…) cannot be edited on the picklist though DOEHRS-IH Picklist Requests. Not all Organizations are included in the DMDC data load but most should be. If an Organization is a brand new Organization, it may take time for it to show up in the DMDC data load. If an Organization is not present on the picklist, you can request an addition to the Organization picklist within DOEHRS-IH, but it will be entered as a non-DMDC Organization and will not automatically have personnel associated (available for choosing) through DMDC. We try to avoid adding non-DMDC Organizations when an Organization may show up later in the DMDC data load as that can cause issues having near duplicate picklist choices.

DMDC gets the information in their Organization data load supposedly from the Organizations themselves. We have asked about this before and we (IH) cannot generally submit changes for Organizations to DMDC. The Organization needs to report the change. DMDC uses the information in NAVACTSTAT in ARIS to create the Organization data load. To add Organizations to the DMDC data load or to edit Organization information in the DMDC data load or to ask questions: John Doss, Pers-4013 is the functional lead, 901-874-4568, john.t.doss@navy.mil; also, there is MILL_ARIS_HELP@navy.mil

Q: Why do adjusted OEL's show up in the picklist request?

A: For a picklist Hazard update request, the OEL tile is populated with all OELs for the Hazard, without any filtering. OELs that are adjusted cannot be modified or deleted, and do not have a hyperlink to make modifications. They are being shown on the Hazard picklist page for completeness, and are not being modified as part of the picklist request. In the picklist administration OEL area, there is filtering being done to prevent editing of user adjusted OELs.

Q: While DOEHRS-IH does not make policy for individual military services, it is clear that the DoD policy for implementing a hearing conservation program and managing workers' noise exposures is based on an 8 hour TWA OEL of 85 dBA with a 3 dB exchange rate (reference DoD Instruction 6055.12, dated 3 December 2010). I would expect DOEHRS-IH to reflect this DoD policy.

A: As far as Noise OELs, DOEHRS-IH originally made provisions for the Navy's 8 hour TWA OEL of 84 dBA with 4dB doubling, as well as the DOD 8 hour TWA OEL of 85 dBA with 3dB doubling. Now that BUMED is using the DOD Noise OEL, the old Navy Noise OEL is there just for historic legacy sampling data.

Q: What is Inspirability in DOEHRS-IH for the OEL and in the OEL picklist request screen?

A: OELs for certain particulate or aerosol Hazards are specific to the total, or the respirable, thoracic, or inhalable fractions of the particulate or aerosol Hazard. The Inspirability (total, respirable, thoracic, or inhalable) in DOEHRS-IH for an OEL reflects the specific fraction for which the OEL was set. (For non-particulate or non-aerosol OELs in DOEHRS-IH, usually the "empty" value should be chosen from the picklist.) Care should be taken to determine which particulate or aerosol Inspirability an OEL refers and to ensure that the correct sampling device is used. Each particulate or aerosol fraction requires a different sampling device. (e.g. – cyclones and filters for respirable or inhalable samplers for inhalable, etc…) Please keep in mind that the Inspirability of a Sample needs to match the Inspirability of the OEL to which it is being compared.

Please do not mistake the Inspirability (total, respirable, thoracic, or inhalable) designated for a particulate or aerosol Hazard OEL or Sample, with the Exposure Route (inhalation, ingestion, skin absorption, or skin and/or eye contact) associated with a Hazard.

Q: How do you choose existing OELs or request OELs for Hazards where the Analyte is different from (a component of) the Hazard, and the Analyte is what is actually being compared to the OEL (e.g. - Metal compounds like Hazard - Antimony Trichloride, Analyte – Antimony, OEL - Antimony (Antimony and Compounds as Sb - American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Value (TLV) or Antimony and Compounds as Sb OSHA)?
A: Key points to remember:
- Hazards should be defined with all applicable Analytes
  - Metal compound Hazards should include all component metal Analytes:
    - e.g. - LEAD CHROMATE (Hazard):
      - LEAD (Analyte)
      - CHROMIUM METAL (Analyte)
      - CHROMIUM(VI) (Analyte)
- OELs created directly on such components as Hazards will be available for those other Hazards (compounds) that define that component as an Analyte; create OELs on the Hazards that are also Analytes of other Hazards (compounds):

- o e.g. - LEAD CHROMATE:
  - LEAD (Hazard) (but also an Analyte of LEAD CHROMATE and other compounds):
    - OEL - OSHA 8 hr TWA (LEAD AND INORGANIC COMPOUNDS AS PB) 0.05 mg/m3
  - CHROMIUM METAL(Hazard) (but also an Analyte of LEAD CHROMATE and other compounds):
    - OEL - ACGIH 8 hr TWA (CHROMIUM METAL) 0.5 mg/m3
  - CHROMIUM(VI) (Hazard) (but also an Analyte of LEAD CHROMATE and other compounds):
    - OEL - OSHA 8 hr TWA (CHROMIUM(VI) COMPOUNDS, AS CR) 0.005 mg/m3
- OELs for Hazard/Analyte pairs (Hazards with other associated Analytes) should **ONLY** be created **IF** the OEL is different and specific for that Hazard/Analyte pair:
  - o e.g. - LEAD CHROMATE:
    - LEAD CHROMATE (Hazard) as CHROMIUM (CHROMIUM(VI) defined as the Analyte):
      - OEL - ACGIH 8 hr TWA (LEAD CHROMATE (AS CR)) 0.012 mg/m3
      - This LEAD CHROMATE as CHROMIUM OEL is specific for the Hazard with that Analyte, rather than just being the OEL for the actual Analyte.
- OELs for Hazard/Analyte pairs should not be created **IF** the OEL is actually the OEL for the Analyte
  - o e.g. - ANTIMONY TRICHLORIDE:
    - ANTIMONY TRICHLORIDE (Hazard) (ANTIMONY defined as an Analyte):
      - No OELs specific to ANTIMONY TRICHLORIDE
      - OELs should only be created directly on ANTIMONY, and not on ANTIMONY TRICHLORIDE:
        - o ANTIMONY (Hazard) (but also an Analyte of ANTIMONY TRICHLORIDE and other compounds)
          - OEL – OSHA 8 hr TWA (ANTIMONY) 0.5 mg/m3
          - OEL – ACGIH 8 hr TWA (ANTIMONY) 0.5 mg/m3
          - Because these OELs are on ANTIMONY and ANTIMONY is an Analyte for ANTIMONY TRICHLORIDE, these OELs will be available for ANTIMONY TRICHLORIDE.
      - There is no need to create an OEL on ANTIMONY TRICHLORIDE if it is just restating the OEL on ANTIMONY:
        - o Such as erroneously creating an OEL for ANTIMONY TRICHLORIDE (Hazard) as ANTIMONY (ANTIMONY defined as Analyte)
          - OEL - OSHA 8 hr TWA (ANTIMONY TRICHLORIDE) 0.5 mg/m3
            - This OEL is really the same OSHA 8 hr TWA OEL on ANTIMONY, expressed in a different way.
          - So, if such an ANTIMONY TRICHLORIDE OEL is created/found, it should be removed from the system and replaced with the ANTIMONY OEL wherever it is used.
- In real life, multiple different Hazards might share the same OEL. (e.g. - Different ANTIMONY Hazard compounds share the same OSHA 8 hr TWA ANTIMONY OEL)

- In DOEHRS-IH, you cannot associate multiple different Hazards with the same OEL; it will create a new individual OEL named for the particular Hazard. In DOEHRS-IH that real life relationship is satisfied only through the specification of Analytes on the Hazard. (e.g. - If you create an OEL for ANTIMONY, anything that uses the Analyte ANTIMONY has access to that OEL. There is no need to recreate that OEL for every Hazard compound that includes ANTIMONY. – Those Hazard compounds are already associated by virtue of having the Analyte ANTIMONY specified.)

TRAINING

Q: I have not had any follow-up training after the original training I completed several years ago. I am now just getting started, but keep getting stuck in many places. Is there any follow-up training available?

A: There is some on-line help in the DOEHRS-IH production and demo applications.

Both the DOEHRS-IH production and demo applications have training presentations, under Computer Based Training, Student Guides, and Classroom Training Presentations, under DOEHRS Documentation in the left navigation menu.

Additionally in the DOEHRS-IH production application, under DOEHRS Documentation in the left navigation menu, under Classroom Training Presentations, are Automated Scenarios that may be very helpful to you. (Direct links are also provided below, but you must be already logged into DOEHRS-IH production application.) These include:

1 - Automated Scenario to Add Shop to Program Office

2 - Automated Scenario to Add Process to Shop

3 - Automated Scenario to Add SEG

4 - Automated Scenario to Add Master Schedule Periodic Survey

5 - Automated Scenario to Add Sample to Process

6 - Automated Scenario to Add Personal Sample to SEG

7 - Automated Scenario to Calculate TWA

8 - Automated Scenario to Conduct IH Qualitative Assessment

9 - Automated Scenario to Conduct IH Quantitative Assessment

(1) Log into DOEHRS-IH production application

(2) Click on the above Document names,

(3) Click on RUN, the file will load,

(4) Click on RUN and the presentation will start.

(5) You can control the presentation by using the buttons (similar to video player) at the bottom of the screen.

Also in the DOEHRS-IH production application, under DOEHRS Documentation in the left navigation menu, under Classroom Training Presentations, is the Student Exercise Scenarios document. (To use the hyperlink, you must be already logged into DOEHRS-IH production application.) Reviewing and using the Student Exercise Scenarios can help you to practice in the DOEHRS-IH demo application.

The DOEHRS-IH Refresher Training power point presentations are available in the DOEHRS-IH production application, under DOEHRS Documentation in the left navigation menu, under Monthly Web-Based Training.

The [NMCPHC DOEHRS-IH website](#) has Information and Resources such as the new BCS 4.2 ECRS Request, DOEHRS-IH FAQs, Dos and Don'ts, Process Picklist, Master Schedule Usage Tutorial, and Ergonomic SEGs and Assessment Tutorial. DOEHRS-IH Navy Transactional Reports Tutorial is currently being updated for BCS 4.2 and will be posted once completed.

DATA QUERIES/REPORTS, SUMMARIES, AND ANALYSIS PROGRAMS

Q: Where can we get Oracle Discoverer® for DOEHRS?

A: DOEHRS-IH Oracle Discoverer® is no longer operations and that reporting functionality transitioned to DOEHRS-IH Transactional Reporting now using BCS 4.2.

Q: What is Business Common Services (BCS) 4.2? What is DOEHRS-IH Data Warehouse? What is DOEHRS-IH Transactional Reporting How do they fit in with DOEHRS-IH?

A: BCS 4.2 is a reporting tool for querying data and creating reports. DOEHRS-IH BCS 4.2 migration FAQ's, known issues, and corrective actions are located in the DOEHRS-IH Production application by navigating to the DOEHRS Documentation tile in the left hand navigation menu and selecting the System Documentation link. There will be separate links for each item on the System Documentation page.

DOEHRS-IH is the term used typically for the actual application and production database.

DOEHRS-IH Data Warehouse is a separate database where some data from DOEHRS-IH production database is stored. Data Warehouse is no longer accessible from the DOEHRS-IH Business Objects link on the left side menu. Access the new BCS 4.2 at https://dha-bcs.csd.disa.mil/ Data Warehouse was created with a different data structure and a subset of DOEHRS-IH production database data fields to make it more easily queriable. (Ad-Hoc queries of DOEHRS-IH production database directly, at that time, could only be done using Oracle Discoverer® and it was extremely difficult unless you were a seasoned Oracle® user. Data Warehouse was created to help with that.) Data Warehouse has some prebuilt reports; custom reports can also be created using BCS 4.2 by Data Warehouse Power Users. There are a few caveats:

- Data Warehouse only contains QAed data (for particular data fields that go through the QA process in DOEHRS-IH).
- With Data Warehouse, you need to be careful that the prebuilt reports may be missing the proper filters and parameters for what you really want to search, and you may need additional filters or customization.
- Also, unfortunately as was discovered after the fact, because DOEHRS-IH was mandated to store actual deleted data from DOEHRS-IH production database somewhere, the designers stored it in Data Warehouse. This issue is that the invalid deleted data stored in Data Warehouse is indistinguishable to queries from the good but Stop Dated/Outdated data; so this can cause problems with data retrieval for queries that involve historic data. This is a known defect in DOEHRS-IH that has been reported to the developer for correction. A request has been put in so that the flags for this deleted data are available to include as filters for reports in BCS 4.2.

DOEHRS-IH Transactional Reporting is not a separate database. It uses the BCS 4.2 reporting tool to create reports from the actual DOEHRS-IH production database. Transactional Reporting is no longer accessible from the DOEHRS-IH Business Objects link on the left side menu. Access the new BCS 4.2 at https://dha-bcs.csd.disa.mil/. It replaced the previous Oracle Discoverer® functionality.

- With the sunsetting of Oracle Discoverer®, DOEHRS-IH reworked the DOEHRS-IH capability so that Transactional Reporting can be used to query DOEHRS-IH production database directly, now using

BCS 4.2. This is more user friendly than Oracle Discoverer® for Power Users to create adhoc reports and to share validated reports to Standard Users. Transactional Reporting also does not have caveats listed for Data Warehouse.

- When Business Objects was updated to BCS 4.2, the Business Objects Transactional Reporting reports existing at that time were migrated to BCS 4.2.
- NMCPHC is continuing to develop Transactional Reporting reports, in BCS 4.2 for DOEHRS-IH, to benefit BUMED and the field IHs. If there are desired reports that will benefit Navy IH as a whole, please provide a desired format (specific data elements and parameters) that the user wants to be pulled that would be useful for the Program Offices. Any report developed will have to be validated by the end user to ensure the correct elements are pulled from the DOEHRS-IH production database (Program Office to validate).
- In Transactional Reporting, some Navy reports have already been shared. Go to the BCS 4.2 link https://dha-bcs.csd.disa.mil/ - Document List - Public Folders - Transactional Reports - TR-Shared IH - TR Navy folders. These include various reports for BUMED DOEHRS-IH Metrics, Master Schedule, IH Supported Organizations and Shops by Program Office, basic Breathing Zone Air Sampling and Noise Dosimetry, Equipment Inventory, QA Status reports, etc.….
- If you see a report marked "Detail", it is subordinate to another report. If you run the main report (that the detail report is paired with), the main report will have a count or another data field that is hyperlinked. When you click the hyperlink, it will automatically run the detail report, giving more information. (If you try to run the detail report separately, it might ask you to input IDs for prompts or other information you might not readily have. This is why it is run automatically from the main report hyperlinks.)
- Any reports created by Power Users need to be validated prior to sharing out the reports.
- When running a report, always click the Refresh Data button on the toolbar. Some reports automatically refresh but some will "run" and display the data from the last time the report was refreshed. Clicking the Refresh Data button ensures that the report is displaying current data.
- Transactional Reporting reports can easily be exported as an Excel® spreadsheet for data manipulation. Standard Users can utilize established reports and customize them using input prompts and filters, but cannot develop them. Power users can develop reports in BCS 4.2.
- Points of contact for requests for reports or information are:

David Koch	757-953-0752 DSN 377-0752	David.r.koch.civ@mail.mil
Kathryn Moffitt	757-953-0741 DSN 377-0741	Kathryn.s.moffitt.civ@mail.mil
Erik Badeau	757-953-0867 DSN 377-0867	Erik.a.badeau.civ@mail.mil
Andrews Garcia	757-953-0993 DSN 377-0993	Andrews.o.garcia.civ@mail.mil

Q: How does DOEHRS-IH Data Warehouse handle Sample Blanks?

A: The Sample Blanks are stored in the DOEHRS-IH Data Warehouse. However, the Sample Blanks are excluded from all the IH Samples standard reports. Sample Blanks are not included in the sampling result count or in the displayed results in the standard reports. (Note: In order to be recognized as Blanks, the Sample Blank Category of Field Blank or Lab Blank or Trip Blank for the individual Sample would need to have been chosen on the Individual Sample ID Information screen of the particular Sample Form.)

Q: I have had problems with DOEHRS-IH Data Warehouse reports not matching what I see in DOEHRS-IH production. Why is that?

A: DOEHRS-IH Data Warehouse and DOEHRS-IH production are actually separate databases.

Data Warehouse is updated multiple times a day with data from DOEHRS-IH production. So if data has just been entered, it may take a little while to show up in Data Warehouse.

Data Warehouse only contains QAed Sample Results, TWAs, assessments, models, surveys, etc…; so if those items have not been QAed, they will show up in DOEHRS-IH production but not Data Warehouse.

Also, the prebuilt /reports may be missing the proper filters and parameters for what you really want to search.

Additionally, it was found that Data Warehouse has been used to store information deleted from DOEHRS-IH production. The storage of that deleted data was mandated, and the designers decided to store that data in Data Warehouse. Currently in Data Warehouse reports, this deleted data is not differentiated from Outdated archived data for reports written to include Stop Dated information. Therefore, for reports including historic data, you cannot tell if the Stop Dated information is duplicate or erroneous deleted data or valid but Outdated archived data. As mentioned above, this is a known defect in DOEHRS-IH that has been reported to the developer for correction.

Q: What are these DOEHRS-IH metrics being sent out – OMB, BUMED, etc…? How are they different? What do they mean?

A: The various DOEHRS-IH metrics are sent to BUMED and the Regions on a periodic basis. Though some are very similar they have differences in parameters. Office of Management and Budget (OMB) are metrics reported tri-service by the DOEHRS-IH Program. The OMB metrics have been discontinued as a required metric. The BUMED metrics are specific DOEHRS-IH metrics requested by BUMED and they are run monthly for BUMED and the Regions. The DOD In-Progress Review (IPR) metrics are yearly metrics reported tri-service by the DOEHRS-IH Program to meet DODI 6055.05 requirements. The BUMED DOEHRS-IH metrics are shared in DOEHRS-IH Transactional Reporting and available for DOEHRS-IH Program Offices to run themselves whenever they want.

Q: How do I find the shared reports in Business Common Services (BCS) 4.2 DOEHRS-IH Transactional Reporting reports?

A: In DOEHRS-IH Transactional Reporting, some Navy reports have already be shared - Go to the BCS 4.2 link https://dha-bcs.csd.disa.mil/ - Document List - Public Folders - Transactional Reports - TR-Shared IH - TR Navy folders. These include various reports for BUMED DOEHRS-IH Metrics, Master Schedule, IH Supported Organizations and Shops by Program Office, basic Breathing Zone Air Sampling and Noise Dosimetry, Equipment Inventory, QA Status reports, etc.….

Some reports might have prompts where you enter information to filter the data before you run the query. Some reports have input controls where you can filter the data after you run the query.
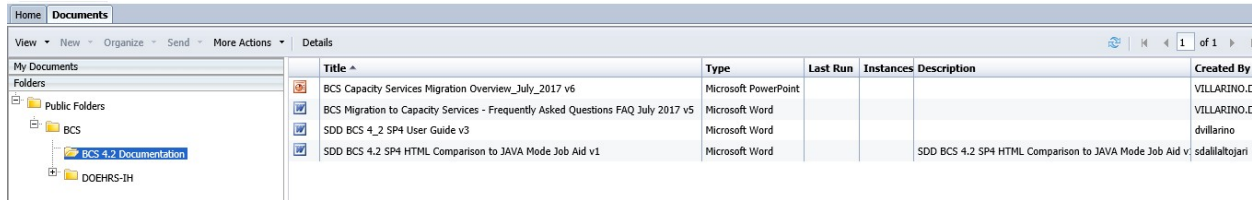
After running a query, the report can be exported to your computer in Excel®.

DOEHRS-IH Navy Transactional Reports Tutorial is currently being updated for BCS 4.2 and will be posted once completed. When done, it will be available the NMCPHC DOEHRS-IH website.

DOEHRS-IH BUSINESS COMMON SERVICES (BCS) 4.2 MIGRATION FAQS (excerpts directly from DOEHRS-IH)

Q: Where can I find user guides and job aides to assist me with BCS 4.2 functionality?

A: Effective 11 Aug 2017, BCS 4.2 job aides are available inside BCS 4.2 within Public Folders/BCS/BCS 4.2 Documentation. See screenshot below:

Q: Will the link to Business Objects still work in DOEHRS-IH?

A: The link is currently disabled even though you still see it on the left hand side navigation menu. Please use this link for BCS 4.2 system https://dha-bcs.csd.disa.mil

Q: Is DOEHRS-IH integrated in any way with the Enterprise CAC Registration Service (ECRS) Automated Access Request Form (AARF) process or is the ECRS AARF independent of DOEHRS-IH?

A: The ECRS is independent of DOEHRS-IH and is located at a different web site. When users access BCS 4.2 via its specific URL, they will be redirected to ECRS to request an account if they do not have an existing Business Objects account.

Q: Is it anticipated that the ECRS AARF is done before or after the DOEHRS-IH application process?

A: The ECRS AARF process is independent of the DOEHRS-IH application process; however, it is recommended that you complete the DOEHRS-IH application process first.

Q: What is the approval process for DOEHRS-IH ECRS application?

A: The ECRS request will go through the following approval process: Commander/Supervisor Approval, BCS Role Validator, SDD Access and BCS Application Approver. After each approval step is complete, the user receives a notification indicating who approved their request.

Q: Does the supervisor approving the ECRS account need to be the user's direct supervisor or a DOEHRS' supervisor?

A: The requestor will enter either their direct supervisor's email or their DOEHRS User Security Administrator's (USA) email in the ECRS AARF.

Q: Does a user with an account in BO 3.1 need to request access to BCS 4.2?

A: Users who have access to BO 3.1 have been migrated to BCS 4.2. These users can access BCS 4.2 using their CAC credentials without having to request a new account.

Q: What is ECRS the process to request access to DW and TR reports?

A: ECRS has 4 Roles for DW and TR reports. Based on the business function, users can request for standard or power user access to view or develop reports. Standard users can run and edit prebuilt reports in DW and TR corporate folders. There are 2 roles available for Standard users: View and View On-Demand, but the View On-Demand is recommended for DOEHRS users.

Q: When will ECRS be available for DOEHRS-IH user to request new accounts for BCS 4.2?

A: ECRS became available on 14 Jul 2017. From the main BCS 4.2 web page (https://dha-bcs.csd.disa.mil), new users will be redirected to ECRS to request an account.

Q: Will one ECRS AARF application work both Demo and Production environments?

A: The ECRS AARF application is for access to the BCS 4.2 Production system at this time. Once information regarding access to the BCS 4.2 DemoTrain environment is available we will provide access information for new and existing users.

Q: Now that I have my BCS 4.2 account, why can't I refresh the reports or save as a CVS, Excel or PDF and copy the documents to my personal folders?

A: There are 3 different functional roles with separate permission.
You must have at least View On-Demand Access to refresh, save as CVS, excel or PDF and copy documents to your personal folder.

Q: How do I make a change to my current access in BCS 4.2?

A: If you have BCS access and needs to modify their BCS access the applicant should access the following ECRS URL: https://sso.csd.disa.mil/idm/mhs/ApplicationAccessRequest.do

- From this page, users can select the **Application Access Type** (New, Change, Reactivate, Deactivate), select **change**.
- In the **Applications** box select BCS in the drop down.
- In the **BCS Applications 1** tile choose DOEHRS IH DW or TR application if not already preselected.
- Select the functional role(s) (view, view on demand, reporter)
- Select the content role(s)
- In the access tile, select the access rights for PII and unlimited rows.
- Update your DoD Information Assurance Awareness Training in the tile.
- Then submit your request.

Q: Will BCS 4.2 have a DemoTrain environment?

A: Yes, the BCS 4.2 DemoTrain environment is scheduled for Go-Live on 20 Oct 2017. The cutover to the Capacity Services DOEHRS-IH DemoTrain environment is scheduled for 28 Aug 2017 and will not have Business Objects reporting. Training for Business Objects Reporting in a DemoTrain environment will NOT be available until the BCS 4.2 DemoTrain environment becomes operational.

Q: Will the DW-Activity Universe be available in BCS 4.2?

A: No, reports that use this Universe will not work in the BCS 4.2 environment.

Q: Will the queries we have under "My Favorites" be migrated to BCS 4.2?

A: Yes, reports under the 'My Favorites' folder will be migrated if they existed before the DOEHRS IH report freeze date of 14 Jun 2017.

Q: Will the queries in the shared drives that aren't specifically within "My Favorites" be migrated to BCS 4.2?

A: Yes, all reports under the DW-Shared EH, DW-Shared IH, TR-Shared EH and TR-Shared IH folders will be migrated to BCS 4.2. Additionally, all reports under the DW-Power EH, DW-Power IH, TR-Power EH and TR-Power IH will be migrated if they existed before the DOEHRS IH report freeze date of 14JUN17.

Q: Do users within BCS 4.2 have the same functionality as the Java tools used in DOEHRS IH 3.1?

A: HTML tools within BCS4.2 have been enhanced to match the functionality provided by the Java report editor in 3.1. A quick guide to the differences has been produced by the new BCS team and can be found in the Public folders/BCS/BCS Migration folder in BCS 4.2.

Q: Will BCS 4.2 contain both transactional and data warehouse reports?

A: Yes, the new BCS 4.2 environment supports both transactional and data warehouse reports.

Q: Will BCS 4.2 support IH vs EH, PO vs Region vs Service and specific PO access like the current system does? Will users see all data?

A: Yes, the new BCS 4.2 environment will support IH vs EH users. Content roles have been established in the new ECRS system that differentiate an IH vs EH user. Data restrictions (Program Office vs Region vs Service) are completely defined within each of the universes and will be migrated with the universes.
No, users will not be able to see all data.

Q: What are the Business Objects configuration changes between the current DOEHRS-IH system and BCS 4.2?

A: Due to security concerns and protection of PHI, two DOEHRS-IH Business Objects report features will not be available in the BCS 4.2 environment. These features include "send to email" and "schedule to email." As an alternative option, the "schedule to inbox" will remain available.

Q: Will BCS 4.2 require a locally installed Java applet on the user's computer?

A: In the BCS 4.2 environment, the features and functional performance are equivalent between the HTML viewer and the Java Applet. Due to the improved cybersecurity posture and requirement to meet security mandates, the Java Applet will be no longer be available in the SDD BCS 4.2 SP4 environment.

Q: When did Business Objects end?

A: The DOEHRS-IH Business Objects (BO) 3.1 environment for the Data Warehouse and Transactional Reporting migrated to the Business Objects Common Services (BCS) 4.2 system and became operational effective 11 Aug 2017.

Q: How do I access BCS 4.2?

A: BCS 4.2 can be accessed at the following link: https://dha-bcs.csd.disa.mil

We encourage you to run and review your personal and Service-Level reports in BCS 4.2 to ensure data is presented as expected. Certain reports are not functioning the same way they did in BCS 3.1 which will require resolution. For example, the microgram symbol "μ" displays as "?" and Multi Value errors are presented.

If you are unable to access reports or all data is not displayed in a report (empty columns), please log out and log back in. This issue does not need to be reported as the BCS team is working to correct this instability issue.

In the event an issue is encountered with a report that is required to perform a daily task, BO 3.1 will remain live until 25 Aug 2017. After this date, the link in DOEHRS-IH BO 3.1 will be turned off and will no longer function.

Updated BCS Migration FAQs, known issues, and corrective actions are located in the DOEHRS-IH Production application by navigating to the DOEHRS Documentation tile in the left-hand navigation menu and selecting the System Documentation link. There will be separate links for each item on the System Documentation page.

If you experience any issues with reports, you should submit a HelpDesk ticket through the DHA Global Service Center at dhagsc@mail.mil. You may also contact the HelpDesk at 1-800-600-9332 and follow the voice prompts. For DOEHRS-IH, say "DOEHRS" then select the option for Industrial Hygiene Issues.

Please note that any role changes or additions, and content changes made in BCS 3.1 will not be migrated to BCS 4.2.

DOEHRS-IH POCs FOR QUESTIONS/PROBLEMS

DOEHRS-IH Help Desk
DHA Remedy Global Service Center dhagsc@mail.mil - 800-600-9332
Hotline for users who may experience account/access issues with the new Remedy system: 210-338-3336
(Note: The old e-mail address (servicecenter@dha.mil) will not work for creating new incidents. It will work for updating existing incidents if the incident number is in the subject line. Please use the new e-mail address for any new incident requests.)

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